



Office of
Criminal Justice Assistance

1122 GSA Purchasing Program
&
1033 DoD Excess Property Program

POLICIES & PROCEDURES MANUAL



has exciting news for your agency!

Section 1122 of the National Defense Authorization Act of 1994 authorizes State and local agencies to purchase new law enforcement related equipment suitable for counter-drug activities through the Federal Government. This means that your agency can take advantage of the unequalled buying power of the Federal Government General Service Administration to purchase the equipment you need to complete your mission at the lowest prices possible.

Section 1033 of the National Defense Act enables Law Enforcement Agencies (LEA's) to screen and obtain excess property from the Department of Defense such as vehicles, combat gear, aircraft, armored personnel carriers, weapons, refrigerators, and more for law enforcement activities. You must be an official LEA, be certified by the State Coordinator's Office and the Law Enforcement Support Office (LESO) in Ft. Belvoir, Virginia, and sign a Memorandum of Agreement from the State Coordinator's Office in order to participate in this program.

The Governor has designated the Office of Criminal Justice Assistance (OCJA) as the State Point of Contact (SPOC) for purchasing through the 1122 GSA Purchasing Program and procurement of Military Excess Property Program through the 1033 Program. The OCJA staff is eager to assist Nevada's State and local LEA's with obtaining the equipment they need to continue their fight against drugs in our State. You can reach them at (775) 684-8077 or (775) 687-4170 or by fax at (775) 687-4171.

This manual contains the procedures and instructions for searching the internet for equipment available through these two programs. We encourage you to take advantage of these valuable programs by following the instructions provided in this manual. If you have any problems with following these instructions please do not hesitate to contact us.

Sincerely,

Sandy Mazy, SPOC
Department of Public Safety
OCJA – FALCON'S NEST

ATTENTION – ALL NEVADA LAW ENFORCEMENT AGENCIES

By the authority of Kenny Guinn, Governor, State of Nevada, and pursuant to the National Defense Authorization ACT (NDAA) the Director of Nevada Department of Public Safety has activated the 1122 GSA Purchasing Program and 1033 Military Excess Property Program. The staff assigned to manage these two programs is comprised of members of the Department of Public Safety, Office of Criminal Justice Assistance.

To support the Governor in his vision to reduce crime and delinquency and its adverse effects upon the citizens of this state, the Department of Public Safety, Office of Criminal Justice Assistance is providing all of Nevada's State and local law enforcement agencies, fire departments, and emergency management departments with the means to purchase equipment necessary to protect the public using Federal Pricing Schedules established by the General Administration Services of the United States Government.

The Office of Criminal Justice Assistance manages and administers two federal programs designed to assist your agency in obtaining equipment suitable for use by law enforcement in counter drug activity benefiting both your agency and Nevada's taxpayers. Use of these two programs will expand your limited budget and grant resources to protect Nevada citizens.

- ***"1033 Military Excess Property Program"***- Commonly referred to as the DRMO (Defense Reutilization and Marketing Office)

Note: This Program is only available to those State and local agencies that have arrest and apprehension responsibilities. Some of Nevada Law Enforcement Agencies (LEA's) have been using the DRMO Program for the past few years, but due to the vastness of the state, logistics, and policies of the DRMO Program, Nevada has not been able to fully capitalize on this equipment resource. The Office of Criminal Justice Assistance has been tasked with rectifying this issue and assisting Nevada law enforcement agencies in the acquisition of this excess property program.

- ***"1122 Purchasing Program"*** – Commonly referred to as the GSA (General Services Administration) Purchasing Program

The 1122 Program allows State and local governmental agencies to purchase new equipment related to the interdiction, eradication, prevention, and education of drug activity using the law enforcement schedules through the Federal Supply System at the best value price possible. Over the past 3 years those agencies using the 1122 Program have saved between 6 and 75 percent below retail costs on equipment that is suitable for counter-drug activities. During FY 2005 50 State and local government agencies saved over \$1,000,000.00 on their new equipment purchases using the 1122 Program. Some of these purchases included; automobiles, computers, officer safety equipment, aircraft parts, audio-visual equipment, surveillance equipment, training materials, promotional materials, chemical suits, gas masks, self contained breathing apparatus, and electronic ticket writers to name a few. State agencies will also be able to coordinate purchases with the State Purchasing Division to receive the best value price possible.

If your agency has not requested certification of participation in either one of these Programs you can do so by contacting a staff member of the Office of Criminal Justice Assistance at (775) 687-3700.



Office of Criminal Justice Assistance
1535 Hot Springs Rd. Suite 10
Carson City NV 89706

George Togliatti, Director
Sandra Mazy, OCJA Administrator

1122 (GSA) General Services Administration Purchasing Program

**"Providing the Silver State with the Necessary
Equipment to Complete the Mission"**

What is the 1122 Program?

The National Defense Authorization Act (Section 1122), of FY 1994, authorizes State and local governments to purchase law enforcement equipment suitable for counter-drug activities through Federal Government procurement channels. Customers can purchase items from three separate federal sources (that work) in conjunction with the Department of Justice (DOJ). They are the Defense Logistics Agency (DLA), the Department of the Army (DA), and the General Services Administration (GSA). The Department of Defense (DoD) designated the Department of the Army (DA) as the Executive Agent for this program. State and local governments can purchase items for counter-drug use through the above agencies.

The program affords State and local governments the opportunity to take advantage of discounts available to the Federal Government due to its large volume purchases. By using this system, State and local governments are able to maximize their budget dollars in purchasing items required for the completion of their missions.

Using the vendor resources available through the General Services Administration (GSA) the State Point of Contract (SPOC) obtains “best value” pricing for your agency. The SPOC will also contact non-GSA vendors to obtain the “best value” price. Your agency has the option of which vendor to make their purchase from. The SPOC cannot dictate this to you.

Who Can Participate in the 1122 Program?

In accordance with Title 10 USC Sec. 381 state and local governments are eligible to purchase “law enforcement related equipment which is suitable for counter-drug activities.” The term "unit of local government" means any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State; an Indian tribe which performs law enforcement functions as determined by the Secretary of the Interior; or any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia or the Trust Territory of the Pacific Islands.

The term "law enforcement equipment suitable counter-drug activities" has the meaning given such term regulations prescribed by the Secretary of Defense. In prescribing the meaning of the term, the Secretary may not include any equipment that the Department of Defense does not procure for its own purposes.

It is the SPOC's responsibility to ensure that all items being requested for purchase through the 1122 program are for a counter-drug mission. The SPOC can request written justification from the purchasing agency stating how the item(s) being purchased are suitable for counter-drug enforcement. The SPOC has the authority to deny a purchasing request if the justification is not clear on the relationship of the item to counter-drug activity.

What Kind of Property Can Be Acquired from DLA or GSA?

Power Distribution Equipment; Body Armor; Canine Training & Handling Equipment; Tactical & Safety Equipment; Criminal Investigative Equipment & Supplies; Computer Hardware and Software; Vehicles & In-Vehicle Barrier and Shields; Personal Law Enforcement Equipment; Night Vision Equipment; Emergency Signal Systems; Communications Equipment; Audio/Video Equipment (including in-car video); Photographic Equipment and Supplies; Training Aids; Radar Guns and Trailers; Command Post Vehicles; AND MUCH MORE!!!!!!!!!!!!!!

Who Do I Contact in Order to Participate?

Your State Point of Contact (SPOC) for the 1122 Program. All SPOC's are designated by the Governor to facilitate the state 1122 Program. Each State or local agency must provide information about their agency to the SPOC in order for eligibility into the program to be considered. The OCJA Staff can provide your agency with a template of this letter and instructions for completing it. This letter also requires your agency to provide a list of names and job titles of those persons who are authorized to sign for orders through this program.

The Law Enforcement Support Office (LESO) serves as a liaison between the SPOC and the Defense Logistics Agency (DLA) to provide the SPOCs with the opportunity to purchase equipment items from any of the four inventory control points managed by DLA. LESO also hosts an annual conference to discuss issues that will enhance the overall effectiveness of the 1122 Program for our customers.

Nevada State Point of Contacts:

Office of Criminal Justice Assistance

Carla J. Wilson
Program Officer
(775) 684-8077
cwilson@dps.state.nv.us

Mike Lambrecht
Management Analyst
(775) 687-4170
mlambrecht@dps.state.nv.us

Fax: (775) 687-4171

Visit us on the web
<http://www.falcon.state.nv/>

H.R.2401

Excerpt from National Defense Authorization Act for Fiscal Year 1994 (Enrolled Bill (Sent to President))

SEC. 1122. REQUIREMENT TO ESTABLISH PROCEDURES FOR STATE AND LOCAL GOVERNMENTS TO BUY LAW ENFORCEMENT EQUIPMENT SUITABLE FOR COUNTER-DRUG ACTIVITIES THROUGH THE DEPARTMENT OF DEFENSE.

(a) IN GENERAL – (1) Chapter 18 of title 10, United States Code, is amended by adding at the end the following new section:

-‘Sec. 381. Procurement by State and local governments of law enforcement equipment suitable for counter-drug activities through the Department of Defense.

(a) PROCEDURES – (1) The Secretary of Defense shall establish procedures in accordance with this subsection under which States and units of local government may purchase law enforcement equipment suitable for counter-drug activities through the Department of Defense. The procedures shall require the following:

(A) Each State desiring to participate in a procurement of equipment suitable for counter-drug activities through the Department of Defense shall submit to the Department, in such form and manner and at such times as the Secretary prescribes, the following:

(i) A request for law enforcement equipment.

(ii) Advance payment for such equipment, in an amount determined by the Secretary based on estimated or actual costs of the equipment and administrative costs incurred by the Department.

(B) A State may include in a request submitted under subparagraph (A) only the type of equipment listed in the catalog produced under subsection (c).

(C) A request for law enforcement equipment shall consist of an enumeration of the law enforcement equipment that is desired by the State and units of local government within the State. The Governor of a State may establish such procedures as the Governor considers appropriate for administering and coordinating requests for law enforcement equipment from unit of local government within the State.

(D) A State requesting law enforcement equipment shall be responsible for arranging and paying for shipment of the equipment to the State and localities within the State.

(2) In establishing the procedures, the Secretary of Defense shall coordinate with the General Services Administration and other Federal agencies for purposes of avoiding duplication of effort.

(b) REIMBURSEMENT OF ADMINISTRATIVE COSTS – In the case of any purchase made by a State or unit of local government under the procedures established under subsection (a), the Secretary of Defense shall require the State or unit of local government to reimburse the Department of Defense for the administrative costs to the Department of such purchase.

(c) GSA CATALOG – The Administrator of General Services, in coordination with the Secretary of Defense, shall produce and maintain a catalog of law enforcement equipment suitable for counter-drug activities for purchase by States and units of local government under the procedures established by the Secretary under this section.

(d) DEFINITIONS – In this section:

(1) The term ‘State’ includes the District of Columbia, the Commonwealth of Puerto Rico, the Commonwealth of the Northern Mariana Islands, and any territory or possession of the United States.

(2) The term ‘unit of government’ means any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a State; and Indian tribe which performs law enforcement function as determined by the Secretary of the Interior; or any agency of the District of Columbia government or the United States Government performing law enforcement functions in and for the District of Columbia or the Trust Territory of the Pacific Islands.

(3) The term ‘law enforcement equipment suitable for counter-drug activities’ has the meaning given such term in regulations prescribed by the Secretary of Defense. In prescribing the meaning of the term, the Secretary may not include any equipment that the Department of Defense does not procure for its own purposes.

(2) The table of sections at the beginning of such chapter is amended by adding at the end the following new item:

‘381. Procurement by State and Local governments of law enforcement equipment suitable for counter-drug activities through the Department of Defense.’

(b) DEADLINE – The Secretary of Defense shall establish procedures under section 381 (a) of title 10, United States Code, as added by subsection (a), not later than six months after the date of the enactment of this Act.

(c) REPORT – Not later than 6 months after the date of the enactment of this Act, the Secretary of Defense shall submit to the Congress a report on the procedures established pursuant to section 381 of title 10, United States Code, as added by subsection (a). The report shall include, at a minimum, a list of the law enforcement equipment that will be covered under such procedures.



**ASK your current vendors if they have
a Federal Price Agreement**

**If your vendors would like information on
how to obtain a Federal Price Agreement
Contract, have them call the Nevada Office
of Criminal Justice Assistance staff at:**

(775) 684-8077 or (775) 687-4170

Sched: SIN: Description:

LAW ENFORCEMENT & SECURITY EQUIPMENT

84	426-1A	miscellaneous personal LE equip - belts, etc
84	426-1B	body armor
84	426-1C	helmets
84	426-1D	restraining equipment - cuffs, etc
84	426-1G	misc LE equip - forced entry tools, etc
84	426-1G	ear mikes
84	426-2A	K-9 training & handling equip
84	426-3A	emergency signal systems - sirens, etc
84	426-3B	in-vehicle barriers & shields, etc
84	426-3D	police bicycles
84	426-4C	night-vision equip incl cameras
84	426-4D	alcohol detection kits & devices
84	426-4E	bomb disposal & chem warfare equip
84	426-4G	gun racks
84	426-4G	firearms storage & securing devices
84	426-4J	target systems & range accessories
84	426-4K	metal & bomb detection systems, includes airport security
84	426-4L	fingerprint, taking & detection, & evidential casting equip
84	426-4M	drug testing equip & kits
84	426-4Q	vehicle monitor (tracking) systems, speed measurement (radar) devices
84	426-4S	surveillance systems - cctv, video, etc
84	426-99	intro new products/services for LE and security equip
84	426-4N	criminal investigative equip & supplies incl forensic etc

Sched: SIN:

MARINE CRAFT AND EQUIPMENT

84	260-06	inflatable boats
84	260-09	marine engines, inboard, outboard
84	260-09	marine diesel propulsion engines (150-4000 hp)
84	260-1	powered boats
84	260-12	floating marine barriers, booms & bladders
84	260-12	bouys, floats, perimeter floats & moorings
84	260-3	non-powered boats
84	260-98	ancillary services for marine equipment

Sched: SIN:

POWER DISTRIBUTION EQUIPMENT, GENERATORS & BATTERIES

56	383 1	portable generators w/rated cap 6KW or less
56	383 2	portable, standby or prime generators w/rated cap exceeding 6KW
56	383 5	rechargeable batteries & chargers incl NiCad, NMH & Lith Ion
56	383 6	dry cell, non-rechargeable batteries incl carbon zinc, alk, etc
56	383 7	stationary batteries
56	383 4	generator transfer switches, load bank, incl options & accessories
56	412 10	dc regulated pwr supply
56	412 11	ac regulated pwr supply
56	412 12	line conditioners
56	412 13	inverters
56	412 14	uninterruptable pwr supplies
56	412 15	pwr distribution units
56	412 16	frequency converters
56	412 17	switchgear - incl electrical lockout devices
56	412 18	panelboards, switchboards, load centers & metering
56	412 19	transformers
56	412 1B	industrial truck battery chargers
56	412 1C	stationary battery chargers
56	412 2	accessories for battery chargers
56	412 3	class I-SCP sneak current protector 350 milliamp 600v
56	412 4	telecommunications surge protection
56	412 5	class III-SAS silicon avalanche suppressor
56	412 50	ancillary services related to equipment incl installation, maint, trng
56	412 6	wall outlet surge protector 60hz 120v
56	412 7	wall outlet surge protector & electronic noise filter 60hz 120v
56	412 8	hard wired surge protection & EMI/RFI filtration devices
56	412 9	motor controllers/motor control centers

1122 PROGRAM LAW ENFORCEMENT ITEMS BY SCHEDULE, SIN & DESCRIPTION:

Sched: SIN: Description:

LAW ENFORCEMENT & SECURITY EQUIPMENT

84 426-1A miscellaneous personal LE equip - belts, etc
 84 426-1B body armor
 84 426-1C helmets
 84 426-1D restraining equipment - cuffs, etc
 84 426-1G misc LE equip - forced entry tools, etc
 84 426-1G ear mikes
 84 426-2A K-9 training & handling equip
 84 426-3A emergency signal systems - sirens, etc
 84 426-3B in-vehicle barriers & shields, etc
 84 426-3D police bicycles
 84 426-4C night-vision equip incl cameras
 84 426-4D alcohol detection kits & devices
 84 426-4E bomb disposal & chem warfare equip
 84 426-4G gun racks
 84 426-4G firearms storage & securing devices
 84 426-4J target systems & range accessories
 84 426-4K metal & bomb detection systems, includes airport security
 84 426-4L fingerprint, taking & detection, & evidential casting equip
 84 426-4M drug testing equip & kits
 84 426-4Q vehicle monitor (tracking) systems, speed measurement (radar) devices
 84 426-4S surveillance systems - cctv, video, etc
 84 426-99 intro new products/services for LE and security equip
 84 426-4N criminal investigative equip & supplies incl forensic etc

Sched: SIN:

MARINE CRAFT AND EQUIPMENT

84 260-06 inflatable boats
 84 260-09 marine engines, inboard, outboard
 84 260-09 marine diesel propulsion engines (150-4000 hp)
 84 260-1 powered boats
 84 260-12 floating marine barriers, booms & bladders
 84 260-12 bouys, floats, perimeter floats & moorings
 84 260-3 non-powered boats
 84 260-98 ancillary services for marine equipment

Sched: SIN:

POWER DISTRIBUTION EQUIPMENT, GENERATORS & BATTERIES

56 383 1 portable generators w/rated cap 6KW or less
 56 383 2 portable, standby or prime generators w/rated cap exceeding 6KW
 56 383 5 rechargeable batteries & chargers incl NiCad, NMH & Lith Ion
 56 383 6 dry cell, non-rechargeable batteries incl carbon zinc, alk, etc
 56 383 7 stationary batteries
 56 383 4 generator transfer switches, load bank, incl options & accessories
 56 412 10 dc regulated pwr supply
 56 412 11 ac regulated pwr supply
 56 412 12 line conditioners
 56 412 13 inverters
 56 412 14 uninterruptable pwr supplies
 56 412 15 pwr distribution units
 56 412 16 frequency converters
 56 412 17 switchgear - incl electrical lockout devices
 56 412 18 panelboards, switchboards, load centers & metering
 56 412 19 transformers
 56 412 1B industrial truck battery chargers
 56 412 1C stationary battery chargers
 56 412 2 accessories for battery chargers
 56 412 3 class I-SCP sneak current protector 350 milliamp 600v
 56 412 4 telecommunications surge protection
 56 412 5 class III-SAS silicon avalanche suppressor
 56 412 50 ancillary services related to equipment incl installation, maint, trng
 56 412 6 wall outlet surge protector 60hz 120v
 56 412 7 wall outlet surge protector & electronic noise filter 60hz 120v
 56 412 8 hard wired surge protection & EMI/RFI filtration devices
 56 412 9 motor controllers/motor control centers

56 383 10 portable light towers

Sched: SIN:

PARK AND OUTDOOR RECREATION EQUIPMENT

78 192 33A tents and replacement parts incl personal tents & other
78 192 33A sleeping bags
78 192 33A back packs, field packs & components
78 192 33A lanterns
78 192 33A heaters & stoves
78 192 33A jugs, coolers, canteens & personal hydration units
78 192 33A tarpaulins
78 192 33A snowshoes
78 192 33A climbing equipment incl ropes, hardware, straps, belts etc
78 192 33A field toilets
78 192 33A camping cots
78 192 37B tables & benches & bleachers
78 192 37I grills
78 192 37I bike racks & lockers
78 192 37I playground equipment
78 192 37I playground safety surfaces
78 193 37I park shelters, pavilions & gazebos
78 194 37I sun protection (shelters)

Sched: SIN:

PROFESSIONAL COMMUNICATIONS EQUIPMENT

58 58 1 recording & reproducing video & audio equip
58 58 2 color & monochrome, analog & digital monitors, monitor/receivers etc
58 58 3 color & monochrome tv cameras, accessories, repair parts etc
58 58 4 audio equip, accessories, repair parts etc
58 58 5 cctv, surveillance equip, accessories etc
58 58 6 telecom equip, accessories, repair parts etc
58 58 7 ancillary services for professional communications equip

Sched: SIN:

PHOTOGRAPHIC EQUIPMENT, SUPPLIES & VIDEO SERVICES

67 19 1 color & b&w chemicals incl developers, starters, bleaches etc
67 19 1 x-ray chemicals
67 19 1 photographic drawing & document reproduction film & paper
67 19 1 color & b&w still picture film & single use cameras
67 19 1 color & b&w self-processing film for use in "instant cameras"
67 19 1 photographic aluminum & plastic plates
67 19 1 color & b&w photographic wet-paper processing
67 19 1 mounts for xerographic & thermographic slide film for overhead projectors
67 19 1 industrial x-ray film & paper
67 20 316 still picture cameras
67 20 316 digital cameras incl memory media & readers
67 20 316 photo ID cameras & digi card systems
67 20 316 photographic lenses & filters
67 20 316 electronic batteries & flash
67 20 316 photographic meters incl photo exposure lightmeters, densitometers etc
67 20 316 tripods
67 20 316 cases & bags
67 20 316 digital & still picture projectors
67 20 316 projection screens, stands, systems
67 20 130 photographic lab equip incl darkroom & process
20 130 photographic & radiographic processing machines, films, paper
19 1 silver recovery equip incl electrolytic close loop inline systems etc
20 130 photographic color copier systems
19 100 lab & imaging systems incl mini-lab & digital lab
19 100 slide mounters (to produce 2x2 slides)
20 316 projection printers & photographic precision enlargers
19 1 film and imaging storage products
* *accessories, attachments, & supplies directly related to equipment is offered under each individual SIN

TRAINING AIDS & DEVICES, INSTRUCTOR-LED TRAINING, COURSE DEVELOPMENT, & TE

Sched: SIN:

OPERATIONAL TRAINING DEVICES

69 27 100 teaching machines/devices incl medical models, simulators etc

Sched: SIN:

PROGRAMMED LEARNING MATERIAL

69 27 200 prepared instructional material

69	27 300	prepared audio & visual instructional material
69	27 400	instructor-led training
69	27 500	course development & test admin

GENERAL PURPOSE COMMERCIAL INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE & SERVICES

<u>Sched:</u>	<u>SIN:</u>	<u>COMPUTER & COMPUTER RELATED EQUIPMENT</u>
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70	132 8	end user computers/desktop computers
70	132 8	professional workstations
70	132 8	servers
70	132 8	laptop/portable notebook computers
70	132 8	large scale computers
70	132 8	optical & imaging systems
70	132 8	other systems configuration equip
70	132 8	printers
70	132 8	displays
70	132 8	graphics-related equip incl video graphics, light pens etc
70	132 8	network equip
70	132 8	other communications equip
70	132 8	optical recognition input/output devices
70	132 8	storage devices incl magnetic storage, magnetic tape storage etc
70	132 8	other input/output & storage devices
70	132 8	ADP support equip
70	132 8	microcomputer control devices
70	132 8	ADP boards

<u>Sched:</u>	<u>SIN:</u>	<u>RADIO & TELECOMMUNICATIONS EQUIPMENT</u>
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70	132 8	telephone equip
70	132 8	audio & video telecon equip
70	132 8	communications securtiy equip
70	132 8	facsimile equip
70	132 8	telephone answering & voice messaging systems
70	132 8	paggers and public address systems
70	132 8	2-way radio transmitters/receivers/antennas
70	132 8	broadcast band radion transmitters/receivers/antennas
70	132 8	microwave radio equip/antennas & waveguides
70	132 8	satellite communications equip
70	132 8	airborne radio transmitters
70	132 8	radio navigation equip/antennas
70	132 8	airborne radio navigation equip
70	132 8	airborne radar equip
70	132 8	miscellaneous communications equip

<u>Sched:</u>	<u>SIN:</u>	<u>CABLES</u>
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70	132 8	communications equipment cables
70	132 8	fiber optic cables
70	132 8	fiber optic cable assemblies & harnesses
70	132 8	coaxial cables

70	132 12	<u>INSTALLATION, MAINTENANCE, REPAIR SERVICE & REPAIR PARTS/SPARE PARTS FOR I.T. EQUIPMENT</u>
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<u>Sched:</u>	<u>SIN:</u>	<u>SOFTWARE FOR LARGE SCALE COMPUTERS AND MICROCOMPUTERS</u>
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70	132 32	operating system software
70	132 32	application software
70	132 32	e-commerce software
70	132 32	utility software
70	132 32	communications software
70	132 32	core financial management software
70	132 32	ancillary financial management software
70	132 32	special physical, visual, speech & hearing aid software

70	132 50	<u>TRAINING COURSES FOR I.T. EQUIPMENT & SOFTWARE</u>
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<u>Sched:</u>	<u>SIN:</u>	<u>OFFICE PRODUCTS & SERVICES, & NEW TECHNOLOGY PRODUCTS</u>
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75	75 200	helical scan, longitudinally oriented video tapes
75	75 200	video cassettes
75	75 200	ree-to-reel audio tapes
75	75 200	blank, endless loop audio tapes

75	75 200	magnetic tape audio recording cassettes
75	75 200	reel, cartridge, & cassette computer tapes
75	75 200	diskettes
75	75 200	disk packs
75	75 200	disk cartridges
75	75 200	anti-glare/anti-radiation screens
75	75 200	ergonomic products incl foot & wrist rests
75	75 200	cleaning equip & supplies incl head cleaners, disk drive cleaners etc
75	75 200	optical disks (CD-ROM)
75	75 200	physical storage, securtiy, protective & related ADP supplies
75	75 200	remanufactured toner cartridges (excl HP92291A & HP92295A)

Sched: SIN:

VEHICLES

*law enforcement vehicles

*sedans

*light trucks

23 V 618 01 command centers

*SPOCs place orders directly with GSA's Automotive Center for these vehicle types

HOW TO BROWSE/SHOP ONLINE **USING GSA ADVANTAGE!**

1. Save the GSA Advantage website address as a favorite for future shopping:
<http://www.gsaadvantage.gov>.
2. To access GSA Advantage double click on this favorite and you will be taken to the GSA Advantage home page.
 - On the home page in the upper left hand corner of the page is box titled “**What are you looking for?**” In the first box below “What are you looking for?” enter one or two keywords, a part number or national stock number, a manufacturer’s name, a contractor’s name, or the GSA Contract Number if you know it. Once you have entered information in the search criteria field you then click on the maroon colored “**Find It!**” button below the category description box to begin the search in the GSA Advantage website.
 - A new screen will then come up showing all of the items available through the GSA contract vendors for the search criteria that you entered on the home page. In the upper left hand side of this screen you will see the words “**Search Results!**” number of results for your search.
 - At this point you can narrow your search by typing a description that is more product specific in the empty search field to the left of the “**Find It!**” button.
 - ❖ *For Example: Your initial search criteria keyword on the GSA Advantage home page was “Flashlight.” When you clicked the “Find It!” button on the first page the second page came up showing the search results of 10,630 items matching your “Flashlight” search criteria. To narrow down your search type a more specific descriptive word in the search field to the left of the “Find It!” box such as “Stinger” and then click once on the “Find It!” button. A new screen will pop-up and the number showing your “Search Results!” should have changed to show a lesser amount of items meeting your search criteria.*
 - Once you have received your search results, you will see the following hyperlink options under each product listed:
 - ⇒ “[More product details](#)” - Provides a detailed description of the item. You can also get this same information by clicking on the “Item Number.

- ⇒ “Name of Vendor” - Provides vendor address, phone number, fax number, and hyperlink to vendors website if they have one.
- ⇒ “Options/Accessories” - Provides information about available options or accessories for the product.
- ⇒ “Additional Sources” - Provides information about other vendors on GSA Contract for the same item(s).
- If you wish to continue shopping you will enter the description of the next item you are looking for in the “New Search” box at the top of the screen and click on the maroon “***Find It!***” button and you will be returned to the item listing screens. (*Complete the above steps for each item you wish to purchase*).
 - Once you have identified the “NSN/MFR Part No.” and “Product Name” all of the items you wish to have ordered e-mail the list to the 1122 Program Officer, Carla Wilson, at cwilson@dps.state.nv.us .
 - If you are unable to locate the item or items you are looking to purchase on GSA Advantage, e-mail a detailed description and specifications to Carla Wilson at cwilson@dps.state.nv.us and she will research both GSA and non-GSA Vendors for the item(s) and provide you with a copy of any quotes she is able to obtain for you.

1122 PROGRAM ORDER PROCESS

- Upon receipt of your e-mail notifying 1122 Program Officer they will generate an **1122 Program Order Form** from which your order will be processed.
- The completed **1122 Program Order Form** will be sent to you via e-mail or fax for review, signature by the person in your agency authorized to sign for 1122 Orders, and generation of the purchase order to DPS – OCJA -1122 Program for the purchase.
(NOTE: DPS – OCJA - 1122 Program is considered the vendor when completing your purchase order.)
- If the information on the **1122 Program Order Form** is correct, the authorized signature has been obtained, and the purchase order has been obtained you can now fax the signed **1122 Program Order Form** and the corresponding **Purchase Order** back to 1122 Program Point of Contact at (775) 687-4171 for processing with the vendor. **(If there is a correction, addition or deletion to be made to the information on the 1122 Program Order Form, please call 1122 Program Point of Contact with the corrections and a new 1122 Order Form will be sent to you.)**
- If 1122 Program Officer receives any notifications or problems with your order from the vendor you will be notified and the issue will be resolved in a timely manner.
- Upon receipt of the order item(s), please notify 1122 Program Officer your order has been received by calling them at (775) 684-8077 or (775) 687-4170.

Nevada Department of Public Safety	<u>1122 ORDER FORM</u>
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SHIP TO:

Agency PO Number:
Agency ID#:
Grant Name/Number:
Agency Point of Contact:
Order Form Sent to LEA:
Phone: Fax:
E-mail:

BILL TO: DPS – OCJA (1122 PROG)
1535 OLD HOT SPRINGS RD UNIT 10
CARSON CITY NV 89706

Program Contact: Carla J. Wilson, Program Officer
Phone: (775) 684-8077
Fax: (775) 687-4171
E-mail: cwilson@dps.state.nv.us

Customer ID #:

<u>VENDOR:</u> <u>GSA CONTRACT #:</u>	Date Order Faxed to Vendor: Quote #: Vendor Contact Name: Phone: Fax:
--	--

NATIONAL STOCK #	DESCRIPTION MODEL & SERIAL #	UNIT OF ISSUE	QTY	COST PER UNIT	SUB- TOTAL	TOTAL RETAIL PRICE
Sub-Total						
4% Administrative Fee						
Shipping Charges						
TOTAL						

This order is being placed through the Nevada Department of Public Safety, Office of Criminal Justice Assistance pursuant to the 1122 GSA Purchasing Program for State and Local agencies in support of counter-drug activities and homeland security efforts in the State of Nevada.

Signature –(1122 Program Agent)/Date

State Point of Contact/Date

Print Agent Name & Title

Program Contact/Date

RETAIL PRICE: \$
1122 Program Savings: \$

Reviewed By/Date

<p>Nevada Department of Public Safety</p>	<p><u>1122 ORDER FORM</u></p>
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<p>Nevada Department of Public Safety</p>	<p><u>1122 ORDER FORM</u></p>
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Agency Name:

Agency ID #:

Order Date:**Vendor Name:**[illegible]

1122 PROGRAM INVOICE PROCESS

- When you receive your order, you should contact the 1122 Program Officer to report whether everything is satisfactory.
- Upon receipt of the Vendor's invoice an 1122 Program Officer will call or e-mail the contact person at your agency if you have not previously reported the order was received and there were no problems.
- If everything with the order is satisfactory, an 1122 Program Invoice will be generated to you for processing of payment for your purchase. A copy of the vendor's invoice and your purchase order will be sent along with the 1122 Program Invoice.
- Checks are to be made out to DPS – OCJA/1122 Program unless otherwise directed by a Program Officer from the 1122 Program.
- Payment of 1122 Program invoices are expected to be made within 30 days of the date of the invoice. We understand that most agencies must have payment authorized by a city council, a board of commissioners, or a finance department. However, payment is due in full within 30 days of receipt of the 1122 Program Invoice. Your agency will be responsible for payment of any late fees imposed on OCJA by the vendor for untimely payment.

Nevada Department
of
Public Safety

****REMIT TO:****
Office of Criminal Justice Assistance
1535 Old Hot Springs Rd. Suite 10
Carson City, NV 89706
(775) 684-8077 / Fax: (775) 687-4171

1122 PROGRAM
INVOICE

INVOICE #:

Bill to:

ATTN:

Invoice Date:

Purchase Order #:

Page: 1 of

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
SUB-TOTAL =				
4% Administrative Fee =				
SHIPPING CHARGES =				
TOTAL DUE =				

Terms: PAYMENT IS DUE IN FULL WITHIN 30 DAYS OF RECEIPT OF THIS INVOICE. YOUR AGENCY WILL BE RESPONSIBLE FOR PAYMENT OF ANY LATE FEES IMPOSED UPON OCJA BY THE VENDOR FOR UNTIMELY PAYMENT. IN ACCORDANCE WITH NRS 353C.125 A \$25.00 FEE WILL BE CHARGED FOR ANY RETURNED CHECKS AND NO FURTHER ORDERS WILL BE ALLOWED UNTIL SUCH TIME AS THIS DEBT HAS BEEN PAID IN FULL.

If you have any questions concerning this invoice, please call CARLA J. WILSON @ (775) 684-8077.

FOR OFFICE USE ONLY

VENDOR INV #	VENDOR NAME & ADDRESS:	VENDOR ID #

REVIEWED BY: _____

Signature (Program Officer) _____ Date _____

Agency Check Number _____ Amount Paid _____ Check Date _____

SAVINGS = \$ (%)

[DPS/OCJA](#)

Bill to:
Invoice No:
Date:
Purchase Order #:
Vendor Name:
Page: 1 of

ITEM #	DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
TOTAL FOR THIS PAGE				



STATE OF NEVADA
DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE ASSISTANCE

SPECIAL CONDITION

SPECIAL CONDITION FOR PURCHASE OF EQUIPMENT

AGENCY:

PROJECT TITLE:

PROJECT NO:

The applicant agency prior to the purchase of any equipment funded through the Byrne Grant will contact the Falcon's Nest Program at the Office of Criminal Justice Assistance to determine if equipment can be obtained through the 1033 or the 1122 procurement program.

Signature of Project Director

Date

EXAMPLE LETTER

May 21, 2004

Washoe County Sheriff's Office
Forensic Computer Examinations
Attn: Dave Atkinson
911 Parr Blvd.
Reno NV 89512

RE: Grant #03-NC-021 - Authorization for Equipment Purchase Outside of the
1122 Program

Dear Dave:

Thank you for contacting our office for assistance in your purchase for the Digital Evidence Computer hardware and software with Byrne Grant funding your agency received.

We understand that this equipment has to be compatible with equipment that you are already using. We have researched the prices available to us for this equipment and are unable to secure a better price for you. Therefore, this letter will serve as authorization to your agency to purchase this equipment directly from the vendor using your grant funding that has been delegated for this purchase.

We here at OCJA appreciate your patience with us in our attempt to get your agency the best price possible and hope that you will continue to give us the opportunity to assist you with the purchase or your equipment needs.

Page Two

May 21, 2004

RE: Grant #03-NC-021 - Authorization for Equipment Purchase Outside of the
1122 Program

Thank you again for contacting our agency and if you have any questions please do not
hesitate to contact me at (775) 684-8077.

Sincerely,

Program Officer
DPS/OCJA

cc: Grant File
1122 Program File

GSA AUTO CHOICE VEHICLE SELECTION PROCESS

As the end user of the vehicle you know what equipment and vehicle type best suits your agency's needs. To order a vehicle with options through the program you must follow the instructions below:

1. Go to <http://apps.fss.gsa.gov/vehicles/roads/roads.cfm> to begin shopping for your vehicle(s).
2. Click once on the red **"Compare/Choose and Order Vehicles."**
3. If you have already registered as a User on Auto Choice, enter your User ID and Password then click on the blue **"Enter"** button and skip to #4.

If you have not already registered as a User in Auto Choice you will need to do so by clicking once on the purple hyperlink which says, **"Click here to register in Auto Choice"** and then complete all of the fields marked with a red "*" asterisk. Your **"Agency Code"** is **"21"** and your **"Bureau Code"** is **"44."** Once you have completed the registration form, click on the gray **"Add"** button to submit your registration form. Within 24 hours you should receive an e-mail advising you that your registration has been accepted and processed. If there are any additional instructions to follow in the e-mail from GSA Auto Choice complete them so you can begin shopping in Auto Choice. Continue on with #4 once your registration has been completed.

4. Click on the red button **"Compare/Choose and Order Vehicles."**
5. On the next screen you will need to select a vehicle category type by clicking once on the blue hyperlink which best describes the **"Vehicle Type"** you are looking for.
6. You will then be taken to a new screen which lists individual categories for the vehicles found under the **"Vehicle Type"** you selected on the previous screen. Click once on the blue hyperlink which best describes the type of vehicle in that category that you are looking for.
7. The next screen provides you with detailed information about the standard equipment on the vehicle type you chose and gives you the ability to select additional options or deletions on the vehicle. Items preceded by a red "*" asterisk are **"Standard"** equipment. Items preceded by a box are **"Optional."** If you wish to add an equipment item onto the vehicle(s) that is **"Optional"** you will need to left mouse click once in the box to the left of that item to populate the box with a **"Check Mark"** to identify it is to be included on the vehicle or it will not be ordered.

8. At the bottom of the list of “**Standard**” and “**Optional**” equipment there is a box provided for you to indicate the quantity of this vehicle you wish to purchase. This box is automatically populated with “1.” If you wish to order more than one of the vehicle then change the quantity in the box to match the number of this particular type of vehicle you wish to purchase.
9. The next screen to come up will be requesting the “**Quantity**” of Parts and Service Manuals (PSM) you want. If you have ordered more than one of the same type of vehicle and would like to have a manual in each vehicle then change the number in the “**Quantity**” box to match the number of Parts and Service Manuals you would like. If one is sufficient then click the blue “**Submit**” button and continue on.
10. The next screen to come up will be the vehicle “**Summary**” screen. The information showing on this screen is a detail of the vehicles available in the vehicle category you chose along with a list of the “**Optional**” equipment you chose for the vehicle, whether or not it is available on all of the vehicles in the category, and what the total price is for each vehicle listed with all of the options you chose. Use the scroll bar on the right side of the screen to scroll to the bottom of the page for all of the information provided on this screen.
11. If you wish to change some of the options you chose on the vehicle, click twice on the “**Back**” button/arrow on the Menu Bar at the top of the screen to return to the page with the “**Optional**” equipment selection boxes and repeat Instructions #7 through #10.
12. If you are ready to have our office order the vehicle(s), click on the “[Click here for a PRINTER friendly screen](#)” to print a copy of your vehicle order with the “**Optional**” equipment listed which you will then fax or mail to the 1122 Program Officer along with a copy of your Purchase Order for the corresponding vehicle(s) so the order can be placed with Auto Choice. If you would like for the vehicle(s) to be delivered to a location other than directly to your agency you need to advise the 1122 Program Officer of the location address and phone number when you submit your order.
13. Within 24-48 hours after your order has been filed with GSA Auto Choice, the 1122 Program Officer will receive an e-mail notification acknowledging receipt of the order. A copy of this e-mail will be forwarded on to you via e-mail or by fax.

14. Within 4-7 working days the 1122 Program Officer will also receive a copy of the “**Motor Vehicle Delivery Report (MVDO)**” via e-mail. A copy of this document will also be forwarded on to you via e-mail or fax. **PLEASE IMMEDIATELY REVIEW THE INFORMATION NOTED ON THE MVDO TO ENSURE THAT THE CORRECT VEHICLE AND OPTIONAL EQUIPMENT WAS ORDERED.** If there are any discrepancies notify the 1122 Program Officer indicated on the MVDO immediately. If you do not notify the 1122 Program Officer immediately of the discrepancy there is the possibility that the manufacturer will not be able to correct the problem before the vehicle is released for shipment to you. Once a vehicle has been processed for shipping to you the order cannot be changed.
15. By clicking once on the blue “**Price Analysis**” tab above the “**Summary**” box a new screen showing your savings on the vehicle will come up.
16. By clicking once on the blue “**Minimum Requirements**” tab above the “**Summary**” box a new screen showing a list of the minimum requirements for all of the vehicles in that category.
17. By clicking once on the blue “**Other Features**” tab above the “**Summary**” box a new screen listing the optional equipment on the vehicles in that category will come up.
18. By clicking once on the blue “**OEM Exceptions**” tab above the “**Summary**” box a list of the “**Original Equipment Manufacturer’s Exceptions**” for the vehicles listed in the category will come up.

TO CHECK THE DETAILS OF A VEHICLE ORDER

1. On the left hand side of the screen there is a dark blue button with white letters stating, “**Order Status.**” By clicking on this button you will see the actual information provided to GSA Auto Choice on your vehicle(s) by the 1122 Program Officer. Click once on this button to bring up the “**Check Ordered Status**” screen.
2. Under the “**Search Key**” you will be given the options of searching by “**Case Number,**” “**Requisition Number,**” or “**Agency Order Number.**” These numbers are shown on the “**AutoChoice Order Acknowledgement**” document sent to you by e-mail or fax when the 1122 Program Officer submitted your vehicle order.
3. Whichever search selection you choose you will need to enter the corresponding “**Number**” in the box shown below the search selections and then click once on the blue “**Submit Query**” button. A new screen will come up showing you the details of the order placed by the 1122 Program Officer on the vehicle(s).

TO CHECK THE DELIVERY STATUS OF A VEHICLE ORDER

1. On the left hand side of the screen there is a dark blue button with white letters stating, “**MVDO.**” By clicking on this button you will obtain information about the delivery date and location of your vehicle(s).
2. Once you have clicked on the dark blue button stating “**MVDO**” a new screen will come up stating “**Motor Vehicle Delivery Order Report.**” It is best to do your search by “**Order Date.**” Enter a starting date in the “**From**” and an ending date in the “**To**” box (i.e. 04/01/2004 – 04/30/2004) then click once on the blue “**Submit Query**” button below the search box.
3. To find your vehicle order, use the scroll bar at the right hand side of the screen until you locate your order.
4. To print a copy of your “**Motor Vehicle Delivery Order**” off of this screen click once on “**File**” on the upper left hand side of the “**Menu Bar.**” On the drop down menu click on “**Print**” and a smaller window will appear with printing options. In this window you click once on the circle to the left of “**Pages:**” and a black dot should appear in the circle and your cursor should automatically be flashing in the box to the left of “**Pages:**” In the box enter the “**Report**” number of your “**Motor Vehicle Delivery Report.**” This “**Report**” number can be found in the upper left hand corner of your screen under the website address box. Once you have entered this information click once on the gray “**Print**” button at the bottom of the small window.

AutoChoice Order Acknowledgment

Control No: 4645

Date Received: March 31, 2004

GSA has received the following orders for processing.

Agency Order No	CaseNo	Requisition Number	Std Item	Model	Qty	Obligated Amt	Actual Price \$	Consignee Delivery Address	Created By
ECSO0700LE	0P5809	ALEAAW40910300	105C	EXPEDITION	2	44,372.34	44,372.33	Vehicle Lighting Solutions	CARLA WILSON
Color:									
Options:									

****Note****

The above orders will be assigned to the appropriate Contract Specialist for processing. If you have questions about your order, please contact this Contract Specialist. Please check the order status record in AutoChoice to obtain the name and telephone number of the Contract Specialist handling your case.

eMailReq

MOTOR VEHICLE DELIVERY ORDER
(replaces GSA Form 8002)

AGENCY: DEFENSE DEPT-ARMY

AGENCY/BUREAU CODE: 2144

REQUISITION NO.: ALEAAW-4091-0300

SIGNAL CODE: J FUND CODE: 00

LINE ITEM: 105C.1 STD ITEM NO.: 105C

QUANTITY: 2

Unit Selling Price: \$21,971.54

COLOR: 2=YZ=OXFORD WHITE CLEARCOAT

OPTIONS

AP	CNS	CU	D3
DRB	DTG	E4	RAD
RH4	S6		

ORDER NUMBER: RPN-N-P5809

DATE OF ORDER: 04-06-2004

BUREAU: DEPT OF PUBLIC SAFTY

AGENCY ORDER NO.: ECS00700LE

SUPP. ADDRESS:

DATE RECEIVED: 03-31-2004

4X4 SUV, INTERMEDIATE, 4 DR, 5 PASS, W/S

Surcharge: 01.00%

Total Selling Price: \$43,943.08

Mod.678-adds AP,CNS,CU,D3,DRB,DTG,
E4,RAD,RH4,S6.

PSM1

Carla J. Wilson, Program Officer
775-684-8077

REQUISITIONER
Off of Criminal Justice Assistan
808 W. Nye Lane

Carson City, NV 89703-
USA
Fax:775--68-4-80
Email: cwilson@dps.state.nv.us

CONSIGNEE MAILING ADDRESS
Eureka County Sheriff's Office
PO Box 736

Eureka, NV 89316-
USA

CONTRACTOR
FORD MOTOR COMPANY
16800 EXECUTIVE PLAZA DRIVE
REGENT CT. 6N-2A

DEARBORN, MI 48120-

DELIVERY: FOB Destination

INSPECTION: Destination

TIME FOR: Shipment 06-30-2004

GSA Automotive (FFA), Wash. DC 20406
Mail Invoices to:GSA POBox 419018(6BCP-F),Kansas City,MO-64141

CONSIGNEE DELIVERY ADDRESS
Vehicle Lighting Solutions
14807 S. Heritage Crest Way Suite B

Bluffdale, UT 84065-
USA
Fax:775--23-7-57
Email: ecso@eurekanv.org
MARK FOR:
TCN:

SFO: FFAP-WW-992000-N*08-17-1999

CONTRACT NO.: GS-30F K0003
MODIFICATION NO: 678
Mod.678--P5809 add all options & P5196
add 1 PSM

ORIGIN/ASSEMBLY POINT:
DEARBORN,

DISCOUNT TERMS: AMOUNT: Net DAYS: 30

POC: DENISE, BANKS 7033084576
Ph:816-823-2322

MOTOR VEHICLE DELIVERY ORDER

(replaces GSA Form 8002)

ORDER NUMBER: RPN-N-P5809

AGENCY: DEFENSE DEPT-ARMY

AGENCY/BUREAU CODE: 2144

REQUISITION NUMBER: ALEAAW-4091-0300

SIGNAL CODE: J **FUND CODE:** 00

LINE ITEM: 105C.1 **STD ITEM NUMBER:** 105C

QUANTITY: 2

UNIT SELLING PRICE: \$21,971.54

COLOR: 2=YZ=OXFORD WHITE CLEARCOAT

OPTIONS:

AP CNS CU D3 DRB DTG

E4 RAD RH4 S6

REQUISITIONER

Off of Criminal Justice Assistan
808 W. Nye Lane

Carson City, NV 89703-

USA

FAX: 775-684-8066

EMAIL: cwilson@dps.state.nv.us

CONSIGNEE MAILING ADDRESS

Eureka County Sheriff's Office
PO Box 736

Eureka, NV 89316-

USA

CONTRACTOR

FORD MOTOR COMPANY
16800 EXECUTIVE PLAZA DRIVE
REGENT CT. 6N-2A

DEARBORN, MI 48120-

DELIVERY: FOB DESTINATION

INSPECTION: DESTINATION

TIME FOR: SHIPMENT 06-30-2004

GSA AUTOMOTIVE (FFA), Washington D.C.

ORDER DATE: Apr 6 2004 4:20PM

BUREAU: DEPT OF PUBLIC SAFTY

AGENCY ORDER NUMBER: ECSO0700LE

SUPP. ADDRESS:

DATE RECEIVED: Mar 31 2004 10:08AM

4X4 SUV, INTERMEDIATE, 4 DR, 5 PASS,
W/SPECIAL SVC PKG

SURCHARGE: 01.00%

TOTAL SELLING PRICE: \$43,943.08

Mod.678-adds AP,CNS,CU,D3,DRB,DTG,
E4,RAD,RH4,S6.

PSM1

Carla J. Wilson, Program Officer

775-684-8077

CONSIGNEE DELIVERY ADDRESS

Vehicle Lighting Solutions
14807 S. Heritage Crest Way Suite B

Bluffdale, UT 84065-

USA

FAX: 775-237-5704

EMAIL: ecso@eurekanv.org

MARK FOR:

TCN:

SFO: FFAP-WW-992000-N *08-17-1999

CONTRACT NO.: GS-30F K0003

MODIFICATION NO.: 678

Mod.678--P5809 add all options & P5196 add 1 PSM

ORIGIN/ASSEMBLY POINT:

DEARBORN,

DISCOUNT TERMS: AMOUNT: NET DAYS: 30

POC: DENISE BANKS , 703-308-4576



Office of Criminal Justice Assistance
1535 Hot Springs Rd. Suite 10
Carson City NV 89706

George Togliatti, Director
Sandra Mazy, OCJA Administrator

1033 Military Excess Property Program

*"Providing the Silver State with the Necessary
Equipment to Complete the Mission"*

What is the 1033 Program?

The 1033 Military Excess Property Program was originally authorized in 1989 under the National Defense Authorization Act, Section 1208. In 1996 this was changed to Section 1033 which expanded the use of the program to all Law Enforcement Agencies (LEA's). The 1033 Program enables LEA's to screen and obtain excess property from the Department of Defense (DoD) through the Law Enforcement Support Office (LESO). Any LEA who is certified into this program must agree to hold the U.S. Government harmless, account for property obtained at all times, and dispose of the property in accordance with the policies, rules, and procedures outlined by the LESO.

Screening for equipment available through this Program is done on line. Personnel identified by your agency as an "Authorized 1033 Screener" can search the appropriate website for equipment that is available worldwide. The only costs involved with acquiring equipment obtained through the 1033 Program are pick-up or shipping costs. The staff at a DRMO (Defense Reutilization Marketing Office) from which the equipment is being received will assist your agency with the details of picking up from or shipping the acquired items to your agency.

Who Can Participate in the 1033 Program?

To be eligible to participate in the 1033 Program your agency must have apprehension and arrest authority and you must be certified into the program through the Office of Criminal Justice Assistance (OCJA) and the Law Enforcement Support Office (LESO).

To apply for certification to participate in the 1033 Program your agency must submit a written request to OCJA for inclusion into the program. Your written request must include specific information about your agency and your agency's mission statement. OCJA can provide you with a template for this request letter.

What Kind of Property Can Be Acquired from this Program?

Vehicles; Combat Gear; Aircraft; Body Armor; Flight Suits; Refrigerators; Moving Equipment; Armored Personnel Carriers; Weapons; Camouflage Screening; Storage Equipment; Generators; Kevlar Helmets; Cold Weather Clothing; ATV's & Snowmobiles; Blankets

Who Do I Contact in Order to Participate?

Your State Point of Contact (SPOC) for the 1033 Program. All SPOC's are designated by the Governor to facilitate the state 1033 Program. It is the SPOC's responsibility to ensure all items being requested are for law enforcement missions, that the requesting agency has been certified into the 1033 Program by the LESO (Law Enforcement Support Office) and have signed an Interlocal Agreement to participate in the Program. The SPOC must also verify that the request is being submitted by an Authorized 1033 Program Screener and can request written justification from the acquiring agency stating how the item(s) being acquired are suitable to support their law enforcement mission.

The LESO and the DRMO (Defense Reutilization Marketing Office) have the final say in whether or not the agency is approved to obtain the requested item(s). The SPOC will advise your agency of any problems that arise with a request and assist you in resolving them.

LESO holds an annual conference to discuss concerns of the law enforcement agencies in their state and issues/suggestions that will enhance the overall effectiveness of the 1033 Program for Nevada law enforcement agencies.

Nevada State Point of Contacts:

Office of Criminal Justice Assistance

Mike Lambrecht
Management Analyst
(775) 687-4170
mlambrecht@dps.state.nv.us

Carla J. Wilson
Program Officer
(775) 684-8077
cwilson@dps.state.nv.us

Fax: (775) 687-4171

Visit us on the web
<http://www.ocj.nv.gov/>

Title 10 Sec. 2576a

Sec. 2576a. Excess personal property: sale or donation for law enforcement activities

- (a) Transfer Authorized. - (1) Notwithstanding any other provision of law and subject to subsection (b), the Secretary of Defense may transfer to Federal and State agencies personal property of the Department of Defense, including small arms and ammunition, that the Secretary determines is -
 - (A) suitable for use by the agencies in law enforcement activities, including counter-drug and counter-terrorism activities; and
 - (B) excess to the needs of the Department of Defense.

§ (2) The Secretary shall carry out this section in consultation with the Attorney General and the Director of National Drug Control Policy.
- (b) Conditions for Transfer. - The Secretary of Defense may transfer personal property under this section only if -
 - (1) the property is drawn from existing stocks of the Department of Defense;
 - (2) the recipient accepts the property on an as-is, where-is basis;
 - (3) the transfer is made without the expenditure of any funds available to the Department of Defense for the procurement of defense equipment; and
 - (4) all costs incurred subsequent to the transfer of the property are borne or reimbursed by the recipient.
- (c) Consideration. - Subject to subsection (b)(4), the Secretary may transfer personal property under this section without charge to the recipient agency.
- (d) Preference for Certain Transfers. - In considering applications for the transfer of personal property under this section, the Secretary shall give a preference to those applications indicating that the transferred property will be used in the counter-drug or counter-terrorism activities of the recipient agency.

NEVADA OPERATING PLAN
FOR THE DEFENSE DEPARTMENT EXCESS PROPERTY PROGRAM
SECTION 1033

1. PURPOSE: The purpose of this plan is to promulgate the policies and operating procedures for execution of the Defense Department Excess Property Program - Section 1033 within the State of Nevada.

2. AUTHORITY: The Secretary of Defense is authorized by United States Code Title 10, Subtitle A, Part IV, Chapter 153, section 2576a to transfer to State Law Enforcement Agencies personal property that is excess to the needs of the Defense Department. The authorities granted to the Secretary of Defense under this law have been delegated to the Defense Logistics Agency (DLA). DLA enables the State of Nevada to participate in this program based on a Memorandum of Agreement between the State and DLA (Annex A).

3. TERMS AND CONDITIONS:

A. Program Eligibility Requirements: Participation in the Defense Department (DOD) Excess Property "1033" Program is restricted to law enforcement agencies (LEAs), defined by NAC 289.015 employing personnel as Peace Officers as defined by NRS 289.150 - 289.360. To be eligible, agencies must employ peace officers, who have the authority to make arrests for violations of Nevada State Law. In cases where the status of the agency requesting to participate in the program is in question, the requesting agency should contact the "1033 State Coordinator" for further determination.

B. State Office Of Responsibility: The Office of Criminal Justice Assistance (OCJA) within the Department of Public Safety will be the responsible State office for administrating the 1033 Program. The State Coordinator will be assigned to the OCJA and be appointed by the Governor. Additional staff points of contact assigned to the FALCON'S NEST (Federal Assistance Liaison Connecting Officials of Nevada's Networking Equipment Support Team) office within OCJA will assist in operating the program.

C. Certification Process: To become certified in the "1033" Program , all participating LEAs must submit a letter defining the law enforcement mission of their agency, an Interlocal Agreement document and a LEA Data Sheet for review and approval by the State Coordinator and the Defense Logistics Agency's, Law Enforcement Support Office (LESO). Examples of each document are included as Annexes B, C and D.

D. Agreement Document: Each LEA desiring to participate in the 1033 Program must complete a Interlocal Agreement between the State and the LEA. This document (Annex C) describes the responsibilities of the Federal and State governments as well as the responsibility of the LEA in the operation of the program and the conditions of property acceptance by the LEA. The Agreement will be signed and dated by the Chief/Executive of the LEA and must be resubmitted if the agency chief changes.

E. Nevada Law Enforcement Agency Data Sheet (Annex D): This is one of the primary documents identifying LEAs authorized to enter Defense Reutilization and Marketing Offices (DRMOs) to screen for excess property.

Space is provided to identify the specific agency that the form applies, mailing address, internet address, date and the number of sworn officers. The number of sworn officers is necessary to determine initial justification/acquisition limits for quantities of equipment supplies requested through the screening process.

Depending on the needs of the law enforcement agency, space is provided for up to four screeners. Each agency must identify both an Accountable Officer who will be responsible for all property acquired from this program and a Weapons Point of Contact (POC). An individual listed as a screener can also be identified as either the Accountable Officer and or the Weapons POC. If it becomes necessary to amend the accountable officer, the screeners, the weapons POC or the agency Chief/Executive, a new data sheet must be submitted. The Data Sheet must be signed and dated by the LEA's Chief/Executive prior to its submission for approval.

F. Submission of Documentation: Upon completion, the request letter containing the agency's mission statement, the original Interlocal Agreement document and Data Sheet should be submitted to :

Office of Criminal Justice Assistance
808 West Nye Lane
Carson City, NV 89703-1544

Deviations and/or omissions to the established procedures will delay the certification process.

The LEA should contact FALCON'S NEST and submit appropriate documentation when changes to personnel e.g. new agency chief, new screener, occur.

G. Certification Approval:

(1). Upon receipt, the documentation will be reviewed for jurisdictional accuracy, verification of officers in the agency and overall need to acquire Defense Department property. OCJA will further evaluate the agency and its mission and ensure the agency meets the requirements stipulated in paragraph 3 A above. After review and approval of the documentation submitted, the State Coordinator will sign the Interlocal Agreement document and Data Sheet. The request letter and Data Sheet will be forwarded to DLA for final approval and an LEA file within OCJA will be established. If the LEA request for certification is disapproved by the State Coordinator, a letter will be sent to the agency explaining the reason for the disapproval.

(2). DLA will prepare the Authorization Letter for Property-Screening and Receiving and forward it to the State Coordinator by fax usually within five working days. The State Coordinator will fax a copy of the Authorization Letter to the LEA. A LOGIN ID will also be forwarded to the State Coordinator by the LESO for use by the LEA within the electronic screening system.

(3). Screening property at a DRMO will not occur until the receipt of the Authorization Letter and/or LOGIN ID by the LEA. Prior to admittance to a DRMO facility, the LEA will be asked for photo identification and a copy of the Authorization Letter.

H. Screening Process:

(1). Manual Screening is the process of visiting a DRMO, signing in and examining property available for screening. LEA screeners may find slight variations to the screening process for each DRMO site. Each DRMO has a Reutilization Section, with representatives that will provide a detailed briefing on the intricacies of the screening process for that particular site. The following steps represent generally accepted screening procedure actions. Note: It is the LESO's intent to gradually depart from the manual screening process and have all approval actions accomplished using the electronic format.

(a). Contact the Defense Reutilization & Marketing Office (DRMO) your screener(s) plan to visit for operating hours.

(b). Report to the DRMO site's Reutilization Section and sign in. No more than two screeners per DRMO site are permitted. Screeners must have a copy of the Authorization Letter and a photo ID in their possession. The DRMO representative will provide the screener(s) with access badges and a blank DRMS Form 103 (Screeners Tally Request to Freeze/Hold Excess/Surplus Property - Annex E).

(c). For property that is desired, screeners will legibly and completely prepare Form 103 (Annex E) and provide it to the Reutilization Section representative for verification of the availability of the equipment screened. Normally, the property will remain "on hold" for a period of 14 days to enable subsequent approvals to be processed.

(d). After property verification, the screener will fax a copy of Form 103 and the Letter of Justification to the State Coordinator for approval. The State Coordinator will review the documents to assure completeness and legibility. This review will also include making a determination that the equipment and quantities requested are required and reasonable.

(e). If the request is approved, the State Coordinator will sign the DRMS Form 103 and Justification letter and will fax the documentation to LESO for preparation of the DD Form 1348 (Annex F). Although the State Coordinator makes the initial approval for equipment and quantities for Nevada LEAs, LESO has the final approval or denial authority for equipment acquired through this program. If the State Coordinator disapproves the LEA request, a letter will be sent to the LEA detailing the reason for disapproval. If the State Coordinator modifies the request by reducing the quantity approved etc, the LEA will be notified telephonically.

(f). If LESO approves the request, a DD Form 1348 will be prepared and faxed to the State Coordinator for distribution to the DRMO and the gaining Nevada LEA. If disapproved by the LESO, the State Coordinator will be notified who will then advise the LEA.

(g). Upon notification of approval, the LEA screener must contact the DRMO within three to five days to ascertain the equipment is available for pick up or to make other transportation arrangements. It is the LEA's responsibility to either pick up the property at the DRMO location or make arrangements for shipping the property. Approved property will normally only be held at the DRMO for a period of fourteen days. If arrangements for pickup/shipping of the property are not made by an LEA before the end of this period, the property will be returned to the screening system. If the property acquired is a vehicle, LEA's need to ensure they receive a Standard Form 97 from the DRMO for registration purposes.

(h). Late Submissions of Form 103: If the Form 103 is not approved by LESO prior to the end of a 14 day hold period, the requesting LEA will lose the property unless a new "hold" date is established. The LEA must contact the DRMO where the property was screened and determine if the property on Form 103 is still available. If so, request a new "hold" date. Note the new date on the Form 103 and resubmit it through the State Coordinator immediately.

(2). Electronic Screening:

(a). Electronic Screening is the process where an LEA searches for property by using the Defense Marketing & Reutilization Service (DMRS) website www.drms.dla.mil/rtda. (See the associated LESO option - user manual for detailed instructions). NOTE: To gain access to this website each certified LEA has been assigned a LOGON ID. Contact the FALCON'S NEST office for confirmation of this number. Direct coordination between the LEA and the DMRO site is recommended to ensure property listed is still available and to accomplish any required coordination. Property identified on the website as being available will normally be held for 14 days at the DMRO site awaiting the approval process. LEA screeners will use the electronic process to request approval through the State Coordinator to LESO.. Instructions for using this system are on the website. It is the LEA's responsibility to either pick up the property at the DRMO location or make arrangements for shipping the property. LEA's should ensure they receive a 1348-1 accountability document from the DRMO upon equipment pickup. If the equipment being acquired is a vehicle, the LEA should also ensure they receive a Standard Form 97 which will enable registration of the vehicle with the State Department of Motor Vehicles.

(b) Using the electronic screening/approval process will not enable an agency to physically see the property before it arrives or is picked up. If a situation occurs in which any or all of the property is refused, the LEA must notify FALCON'S NEST immediately to ensure the accountability records accurately reflect the correct property on hand balance.

I. Special Property: There are several types of property which require special acquisition procedures. Currently, the items in these categories include weapons and aircraft. Both of these require a letter on department letterhead be submitted through the State Coordinator's office to the LESO for final approval. Information required to be in the letter is contained at the LESO website www.dla/j-3/leso, 1033 Program tab. Due to the limited number and types of this property available, LESO approval will usually be followed by time on a waiting list. Agencies desiring to acquire any property in these special categories should contact FALCON'S NEST to determine the current status of property availability, wait times and submission procedures.

J. Property Maintenance:

(1). General: There are two basic classifications of property in the 1033 Program. The vast majority of property does not require special handling outside of normal accountability - this type of property is normally called “non-demil”. A second type of property normally called “Demil” short for demilitarization requires the LEA holding the items to take additional steps to either account, secure or dispose of these unique items. Examples include: weapons, night vision equipment, aircraft and camouflage clothing. Some of these items are further categorized into a number of specialized groupings to include Munitions List Items (MLI), Commerce Control List Items (CCLI) and Flight Safety Critical Aircraft Parts (FLCAP). The State Coordinator will advise any LEA who acquires property in one of these special categories as to any unusual accountability, handling, security or disposal actions required for the property.

(2). Documentation: All property actions will be documented by using an OCJA Form 657 (Annex G - Form and Instructions). This form is used for receipt, transfer or disposal actions to provide a audit trail for activity within the program. Only one form can be used for each type of transaction and appropriate 1348-1 Forms must accompany each action. The agency chief, accountable officer and /or designated screeners can sign the OCJA Form 657. LEA will maintain copies of all active OCJA Form 657, 1348-1, 103 screeners forms and letters of justification as well as copies of electronic approval documentation. Similar paperwork supporting transfer and disposal actions (to included letters where appropriate) will be maintained for three years after completion of the action in an inactive file after which this documentation can be disposed of.

(3). Initial Receipt: Upon initial receipt of the property, the LEA will complete OCJA Form 657 (Annex H) and will forward the document along with a copy of the 1348-1 Form (See Annex F) to the OCJA.. The primary purpose of this is to verify the exact quantity of property (overages or shortages) acquired by the LEA. If the property is: not received, is refused or is received in a quantity not approved by LESO (over or short) notify the FALCON’S NEST office immediately and complete and forward OCJA Form 657 indicating correct quantities.

(4). Accountability: The receiving LEA is responsible for maintaining accountability of the property. The primary accountability document for each line item is the DD1348-1. The LEA accountable officer will maintain a file of DD1348-1 documents for each line item for which the agency is responsible. A duplicate set of accountability documents will be maintained by OCJA. The accountable officer will also maintain local documentation for items of equipment not in his immediate possession. This requirement can be met by using an equipment sign out register designed to show, at the minimum: the item of equipment, quantity, date signed out and signature of individual receiving the equipment See example Annex I). Should an LEA discover an item of property missing, they should begin an internal investigation and immediately notify FALCON’S NEST (via phone). After the internal investigation is complete but no longer than 30 days from the initial suspected loss, the LEA will provide FALCON’S NEST details of the loss in writing. Based on this document, the State Coordinator will determine the appropriate action.

(5). Inventory: Annually, the FALCON'S NEST office will forward a listing (Annex J - example) of all property for which the LEA is responsible. Particular attention should be paid to the "ONHAND" column on this document as this is the quantity of a particular item for which the LEA is responsible. The source for this property listing will be the LESO database. The LEA will conduct a physical and local documentation inventory of the property to ensure all items are accounted for. Included on this inventory will be any critical items which must be physically inventoried by serial number. In addition to the listing, an inventory verification document (Annex K) will be forwarded which must be signed and dated by the LEA Accountable Officer after the inventory is conducted and returned to FALCON'S NEST within 60 days.

K. Property Disposal: When property acquired through the 1033 program becomes unuseable, **(at least one year from receipt - but otherwise no specific time limit involved)** an LEA will take action to remove the property from their account on the LESO database. No disposal actions will be taken without prior approval of the State Coordinator.

(1). Process: The first step is for the LEA to determine if the property to be disposed is Demil. This can be determined by checking the Demil column in the annual property listing provided by FALCON'S NEST. If an LEA has questions concerning the DEMIL status of any item on their inventory, they should contact FALCON'S NEST for clarification. Demil codes are listed below:

- o **DEMIL code A:** does not require demilitarization and may be disposed after obtaining State Coordinator approval.
- o **DEMIL code B:** does not require demilitarization and may be disposed or returned to a DRMO. If disposed, it must be in accordance with Trade Security Controls.
- o **DEMIL code Q:** does not require demilitarization and may be disposed or returned to a DRMO. If disposed, it must be in accordance with Commerce Control List Items (CCLI) disposition requirements.
- o Note: Items in Demil codes B and Q will require paperwork beyond completion of the OCJA FORM 657. The FALCON'S NEST office will assist any LEA wishing to dispose of Demil Codes B and Q property.

- A. **DEMIL codes C, D, E, F, G and P:** require demilitarization. The State Coordinator must obtain the LESOs approval for equipment returns and or local destruction.

(a). If the item identified for disposal requires demilitarization, disposition instructions will have to be provided by LESO. This may come in the form of turn-in to a local DRMO or submission of a letter describing Demil actions taken by the LEA.. The LEA will type appropriate portions of OCJA Form 657 (Annex L) identifying “TURN-IN” or “SEE ATTACHED LETTER” as the method of disposal and submit the form to the FALCON’S NEST office along with the applicable 1348-1 documents. After State Coordinator approval, the form will be forwarded to LESO for turn-in documentation or destruction approval. After completion of the appropriate action, the LESO will remove the item/s from the LEA inventory. NOTE: LEAs must telephonically coordinate any turn ins to a DRMO facility as the DMRO facility is under no obligation to accept the property.

(b). If the item identified for disposal is not Demil, the LEA can dispose of the property in accordance with local department policy. This action can only be taken after receiving permission from the State Coordinator for disposal. The LEA will type appropriate portions of OCJA Form 657 (Annex L) identifying “disposed in accordance with Department policy” as the method of disposal and forward the document to along with applicable 1348-1 documents to FALCONS NEST for final approval and disposal by the LESO,

(2). The disposing LEA is responsible for shipment of any Demil property back to the DRMO location.

L. Property Transfer: Excess property received through the 1033 program can be transferred to another authorized LEA within or outside of the state. Agencies who have acquired property through the 1033 Program but have no further use for said items should contact FALCON’S NEST with a list of those specific items. FALCON’S NEST will attempt to find another LEA who can reutilize the property. Before any out of state transfer actions can be accomplished, the authenticity of the gaining agency must be established and the transfer must be approved by the other State Coordinator and the LESO.

(1). Process: LEA’s desiring to transfer property, should contact FALCON’S NEST to determine eligible LEA’s. If the gaining agency is authorized to receive property, appropriate portions of OCJA Form 657 (Annex M) will be typed and forwarded to FALCON’S NEST where the document will be reviewed and forwarded to the LESO for approval. If approval is granted, the transferring and gaining agencies will coordinate delivery of the property. LESO will update the appropriate on hand balances for transferred items on each LEA’s inventory.

(2). Property transfers between LEAs is encouraged in order to gain the maximum benefit of excess DOD property.

M. Compliance Reviews:

(1). The LESO can conduct compliance reviews at any time of any Nevada State LEA participating in the program. Officials from the LESO may conduct physical property inventories and or accountability paperwork reviews during their visit.

(2). Staff personnel from FALCON'S NEST will conduct compliance reviews of all Nevada agencies certified in the 1033 program at least bi-annually. Site visits (Annex N) will consist of training, property inventory, records review and property utilization surveys. A record of the review and any discrepancies discovered will be made and within 60 days of the visit and a copy will be forwarded to the head of the agency for implementation of any corrective action. The agency will report actions taken/planned to resolve discrepancies to OCJA within 90 days of receipt of the original OCJA letter.

N. Termination/Suspension: LEAs or their representatives who do not comply with the procedures outlined in the Interlocal Agreement or any of the procedures contained above can be suspended or terminated from the program by the State Coordinator. Depending on the infraction, the State Coordinator may issue a temporary suspension (time frame to be determined by State Coordinator) or a permanent termination from the program at his/her discretion. Any termination/suspension actions will be submitted in writing via letter from the State Coordinator to the respective LEA. Copies of these actions will be forwarded to the LESO. If flagrant or illegal actions associated with 1033 Property are discovered by OCJA, the following actions will be taken:

Notify LESO

Notify Defense Criminal Investigative Service

Prepare temporary suspension letters for LEA/s involved - until investigation is complete.

O. Single Audit Act: LEAs should be aware the property acquired through the 1033 Program is subject to provisions of the Single Audit Act of 1984 (Title 31 United States Code, Subtitle V, Chapter 75).

AUTHENTICATION PAGE

The Nevada State Operating Plan for the 1033 Program has been reviewed and is approved.

Sandra Mary 7/03/03
State Coordinator Date

Additional Reviews:

Sandra Mary 7/13/04
State Coordinator Date

State Coordinator Date

State Coordinator Date

State Coordinator Date

State Coordinator Date

Annex A - Memorandum of Agreement between the State of Nevada and Defense Logistics Agency

Annex B - Certification Request Letter (example)

Annex C - Interlocal Agreement (example)

Annex D - Nevada Law Enforcement Agency Data Sheet (example)

Annex E - DRMS Form 103 Screener's Sheet (example)

Annex F - DD Form 1348-1 Issue Release/Receipt Document (example)

Annex G - OCJA Form 657 (example)

Annex H - OCJA Form 657 - Property Receipt Example

Annex I - Sign Out Register (example)

Annex J - LESO Property Listing (example)

Annex K - LEA Property Inventory Verification Letter (example)

Annex L - OCJA Form 657 - Property Disposal Example

Annex M - OCJA Form 657 - Property Transfer Example

Annex N - Compliance Review Checklist

AGREEMENT BETWEEN
THE DEFENSE LOGISTICS AGENCY
AND
THE STATE OF NEVADA

PURPOSE:

This Memorandum of Agreement (MOA) is entered into between the Defense Logistics Agency (hereinafter "DLA"), and the State of Nevada, to set forth the terms and conditions which will be binding on the parties with respect to excess Department of Defense (DOD) personal property which is transferred pursuant to 10 U.S.C. §2576a and to promote the efficient and expeditious transfer of the property.

AUTHORITY:

The Secretary of Defense is authorized by 10 U.S.C. §2576a to transfer to Federal and State Agencies, personal property that is excess to the needs of the DOD and that the Secretary determines is suitable to be used by such agencies in law enforcement activities, with emphasis on counterdrug/counterterrorism activities, under such terms prescribed by the Secretary. The authorities granted to the Secretary of Defense have been delegated to the DLA in determining whether property is suitable for use by agencies in law enforcement activities, DLA defines law enforcement activities as activities performed by government agencies whose primary function is the enforcement of applicable Federal, State and local laws and whose compensated law enforcement officers have powers of arrest and apprehension.

TERMS AND CONDITIONS:

The DOD, through DLA, has final authority to determine the type, quantity, and location of excess personal property suitable for use in law enforcement activities, if any, which will be transferred to the State. This agreement creates no entitlement in the State to receive DOD excess personal property. Property available under this agreement is for the current use of authorized program participants; it will not be issued for speculative/possible future use. Property will not be obtained for the purpose of sale, lease, rent, exchange, barter, or to secure a loan, or to otherwise supplement normal law enforcement agency (LEA) budgets. All requests for property will be based on bona fide law enforcement requirements. The requisitioning of property for the purpose of cannibalization is not authorized. Any transportation, repair, maintenance, insurance, disposal or other expenses associated with these items is the sole responsibility of the State of Nevada.

The State will establish and submit to the DLA, a Plan of Operation, developed in accordance with Federal and State law and conforming to the provisions of this MOA. This plan will detail organizational and operational authority including staffing and facilities. It will also address procedures for making determinations of eligibility, allocation and equitable distribution of material, compliance and reutilization reviews, and procedures with respect to accountability and property disposal. Property obtained under this MOA must be placed into use within one year of receipt and utilized for a minimum of one year, unless the condition of the property renders it unusable. These elements are considered the minimum essential ingredients for establishment of a satisfactory business agreement between the State and DOD. The State's Plan of Operation is subject to Federal review.

By signing this agreement or accepting excess property under this agreement, the State pledges that it and each LEA agrees to comply with applicable provisions of the following national policies prohibiting discrimination:

- a. On the basis of race, color or national origin, in Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.) as implemented by DOD regulations in 32 C.F.R. Part 195.
- b. On the basis of age, in the Age Discrimination Act of 1975 (42 USC 6101, et seq) as implemented by the Department of Health and Human Services regulations in 45 C.F.R. Part 90.
- c. On the basis of handicap, in Section 504 of the Rehabilitation Act of 1973, P.L. 93-112, as amended by the Rehabilitation Act Amendments of 1974, P.L. 93-516 (29 U.S.C. 794), as implemented by the Department of Justice regulations in 28 C.F.R. Part 41 and DOD regulations at 32 C.F.R. Part 56.

Aircraft (fixed-wing and rotary), Flight Safety Critical Aircraft Parts (FSCAP) and Munitions List Items (MLI) requiring demilitarization may be transferred to the State for its use in law enforcement activities. The State's operation plan must ensure that all LEAs and all subsequent users are aware of and agree to provide all required controls in accordance with applicable laws and regulations for these items. Additionally and specifically, the following conditions apply:

LEAs that provide yearly evidence (flight hours) to the DLA that aircraft are maintained in accordance with applicable airworthiness standards and procedures for maintenance and repair may be allowed to permanently retain the aircraft after a period of five years.

Through the State Coordinator and with the approval of the Law Enforcement Support Office (LESO), LEAs may exchange aircraft and FSCAP with other authorized LEAs, provided the aircraft and components are maintained in accordance with applicable airworthiness standards and procedures for maintenance and repair and provided further that the LEAs perpetuate repair and maintenance documentation.

The State Coordinator/LEAs may dispose of, or transfer to another authorized agency, MLI/Commerce Control List Items (CCLI) (items with DEMIL codes B and Q) only if appropriate procedures and controls are incorporated into the State established Plan of Operation. At a minimum these items may require the U.S. Department's of State or Commerce licensing for export. The State's operation plan must ensure that all LEAs and all subsequent users are aware of and agree to provide appropriate controls for these items. Prior to disposing or transferring these items, the LEA must coordinate with LESO through their State Coordinator. NOTE: If appropriate disposition procedures and controls are not incorporated into the State Plan of Operation, these items must be returned (turn-in) to the Defense Reutilization and Marketing Office (DRMO). Coordinate DRMO returns through the LESO.

MLI items requiring demilitarization (DEMIL codes: C, D, E, F, G and P) may be either transferred to another authorized agency or must be returned to a DRMO when no longer required for law enforcement use. Prior coordination through the State Coordinator and LESO are required.

- Any weapons provided through the 1033 or 1208 Programs must, if no longer needed for LEA use, be either transferred intrastate or interstate with coordination through the LESO (via the State Coordinator), or must be returned to the U.S. Army Tank-Automotive and Armaments Command at the expense of the LEA.

Except where indicated in this MOA, the State/LEAs may dispose of other types of property (DEMIL code A items) in accordance with applicable Federal, State and local laws when it is determined by the State Coordinator and/or the LEA to be no longer needed for law enforcement use per the use cited above. Disposals must be approved by the State Coordinator and the LESO.

Only the Governor-appointed State Coordinator identified below represents that he/she is authorized to enter into this agreement on behalf of the State. This individual will act as a sponsor for local LEAs that desire excess personal property, coordinating their requests for property. The State Coordinator will validate with signature that the property being requested will be used for law enforcement activities. When requested by the LESO, the State Coordinator will furnish detailed justification for a specific request. Property received through the 1033 Program can only be distributed to authorized LEAs. Title is conditionally granted to the State/LEA upon receipt of the property. Costs of shipping or repossession of the property by the U.S. Government will be borne by the LEA. To the extent permitted by law, the State Coordinator/LEA shall indemnify and hold the U.S. Government harmless from any and all actions, claims, debts, demands, judgements, liabilities, cost and attorney's fees arising out of, claimed on account of, or in any manner predicated upon loss of or damage to property and injuries, illness or disabilities to or death of any and all persons whatsoever, including members of the general public, or to the property of any legal or political entity including states, local and interstate bodies, in any manner caused by or contributed to by the State/LEA,

its agents, servants, employees, or any person subject to its control while in, upon or about the sale site and/or the site on which the property is located, or while the property is in the possession of, used by or subject to the control of the State/LEA, its agents, servants or employees after the property has been removed from U.S. Government control. The State/LEA will maintain or assure that the State/LEA maintains adequate insurance to cover damages or injuries to persons or property relating to the use of the property. Self-insurance by the State is considered acceptable. The U.S. Government assumes no liability for damages or injuries to any person(s) or property arising from the use of the property.

THE DEFENSE LOGISTICS AGENCY SHALL:

- a. Receive and approve applications for participation in the program that have been certified by the State Coordinator as having a law enforcement mission.
- b. Encourage and assist in the use of electronic screening capability to locate the property.
- c. Upon receipt of a properly executed requisition, issue excess property, free of charge, to the State Coordinator or designee for further transfer to authorized LEAs.
- d. Identify MLI, CCLI, Strategic List Items, FSCAP and/or any other property requiring special controls and/or return to DOD custody.
- e. Provide the State Coordinator/LEAs with the available flight historical records and related documentation on FSCAP components. This documentation will be available for inspection by LEAs prior to transfer. The documentation will be sufficient to be accepted by a Federal Aviation Administration (FAA) authorized repair facility for evaluation and possible documentation for use on an aircraft. DOD makes no representation as to the property's conformance with FAA requirements. The LEA must subject the assets to safety inspection, repair, and/or overhaul by a competent manufacturer or other entity such as those certified by the FAA prior to placing into use. The property that is provided to the State Coordinator/LEA may not meet FAA design standards, and/or may have been operated outside the limitations required by the Federal Aviation Regulations.
- f. Assure that to greatest extent practical, preference is given to those applications indicating that the transferred property will be used in the counterdrug/counterterrorism activities of the recipient agency.
- g. Conduct program compliance reviews every two years.
- h. If a State Coordinator or LEA materially fails to comply with any term of this agreement, whether stated in a Federal statute or regulation, an assurance, in a State plan or application, or the MOA, DLA may take one or more of the following actions, as appropriate in the circumstances:

- (1) Temporarily withhold approval for excess property requests or release of property under previously approved requests pending correction of the deficiency by the State Coordinator or LEA.
 - (2) Suspend or terminate the current MOA for the State Coordinator or LEA.
 - (3) Withhold further agreements for the program, or
 - (4) Take other remedies that may be legally available including referral for investigations to appropriate Federal and State agencies.
- i. Provide updated website links that will be useful for the State's daily law enforcement duties:
 - www.dla.mil
 - www.drms.dla.mil
 - www.dla.mil/j-3/leso (view the links for additional assistance)
 - j. Approve property request from a State that has all required approved documentation on hand (Governor appointment letter, POC appointment Letter, State Plan of Operation).
 - k. Approve requests for Transitional Distribution Center and Transitional Distribution Projects. Provide the State with an authorization letter from the LESO.
 - l. Provide inventory reconciliation reports on the LESO website so that the State/LEA may conduct reconciliations.
 - m. Approve property returns (turn-ins) to a DRMO and provide DD Form 1348-1 to State/LEA.
 - n. Process disposals, transfers and inventory adjustments sent in by the State/LEA to update the Counter-Narcotics Management Information System on-hand inventory.

THE STATE WILL:

- a. Receive applications for participation in this program from State/local law enforcement activities. Validate with signature, their law enforcement mission prior to forwarding to DLA for approval as an authorized LEA.
- b. Forward requests to LESO for excess property that is necessary to meet requirements for LEA efforts. Assure the recipient LEA is identified on all requisitions.
- c. Be responsible for the transfer and/or allocation of property to qualified LEAs.

- d. Assure the LEAs or State agree to maintain, at no expense to the U.S. Government, adequate liability and property damage insurance coverage and workmen's compensation insurance to cover any claims.
- e. Control and maintain accurate records on all property obtained under this MOA. These records must provide an "audit trail" for individual items of property from receipt to distribution. These documents include but are not limited to the following: Defense Reutilization and Marketing Service (DRMS) Form 103 with all justifications or printouts of automated requests, DD Form 1348 (receipt and turn-in), all disposal and transfer paperwork, approved Bureau of Alcohol, Tobacco and Firearms (ATF) Form 10s, Certificate of Aircraft Registration (AC Form 8050-3), Aircraft Registration Application (AC-Form 8050-1), and any pertinent paperwork through the LESO. The records maintained must also satisfy any and all pertinent requirements under its applicable State statutes and regulations for the program and this property.
- f. Enter into agreements with LEAs to assure they fully comply with the terms, conditions and limitations applicable to property transferred pursuant to this agreement.
- g. Allow a maximum of four screeners, full-time and/or part-time, sworn and/or non-sworn officers, per LEA performing this duty. The screeners must be named in a "letter of authorization/ datasheet" provided to the LESO, to be updated as changes occur or whenever LESO requests an update. A weapons point of contact full-time officer must be included on the "letter of authorization/datasheet" for any LEAs that have received or are requesting weapons. NOTE: A maximum of two of the authorized screeners may physically screen at any DRMO at one time.
- h. Identify to LEAs property requiring demilitarization and the special controls on MLI/CCLI and FSCAP.
- i. Assure that all environmentally regulated property is handled, stored and disposed of in accordance with applicable Federal, State and local environmental laws and regulations.
- j. Assure that the following weapons are registered with the U.S. Treasury Department's ATF: M14, M16, M21 and M79. Ensure LEAs otherwise comply with all Federal and State applicable firearm laws and regulations. Report all stolen or unaccounted for weapons to the LESO not later than seven working days after notification is received from the LEA. Maintain an approved copy of the ATF Form 10 for all M14, M16, M21 and M79 rifles issued to State/LEAs.
- k. Identify to LESO each request that will be used in counterdrug/counterterrorism activities.
- l. Ensure LEAs are aware of their responsibilities in accordance with the Single Audit Act of 1984, as amended (31 U.S.C. 7501-7). Assist LEAs by providing information, as required, for audit submission. Assist LEAs by identifying which property oversight

agency the audit information must be submitted to.

- m. Review and update State Plan of Operation annually (calendar year) or when the Governor-appointed State Coordinator changes or Governor changes. If there are no changes to the State Plan of Operation send a signed letter/email to the LESO indicating that the plan has been reviewed and no changes were necessary.
- n. Ensure all LEAs enrolled in the State 1033 Program maintain a current copy of the State Plan of Operation or Memorandum of Understanding (MOU).
- o. Conduct periodic reviews of each LEA enrolled in the program, to include physical inventory/spot checks of property received and any related records. Additionally, ensure LEAs are in compliance with applicable MOA/MOU and/or the State Plan of Operation. These reviews must be documented and maintained by the State Coordinator for future LESO compliance reviews.
- p. Obtain reconciliation reports from the LESO website and conduct monthly, quarterly and annual reconciliations between the State/LEA and LESO.
- q. Ensure serial/tail numbers are provided to LESO on items such as peacekeepers/armored personnel carriers, aircraft, night vision goggles/sights and weapons.
- r. Validate and certify LEA inventory reconciliation results electronically and forward them to LESO within ten working days of the monthly, quarterly or annual reconciliation process. Maintain a signed copy of all property reconciliation documentation received through the 1033 Program.
- s. Submit requests for property returns (turn-ins to a DRMO) to LESO. NOTE: Costs of shipping or repossession of the property by the U.S. Government will be borne by the LEA.
- t. Submit disposal, transfer and inventory adjustment requests to LESO.
- u. Contact the LESO in writing not later than thirty calendar days prior, to a State Coordinator change.


NOTICES:

Any notices, communications or correspondence related to this agreement shall be provided by the United States Postal Service, express service or facsimile to the cognizant DLA office. DLA may, from time to time, propose modifications or amendments to the provisions of this MOA. In such cases, reasonable opportunity will, insofar as practicable, be afforded to the State Coordinator to conform to changes affecting their operations.

TERMINATION:

This MOA may be terminated by either party, provided the other party receives thirty calendar days notice, in writing, or as otherwise stipulated by Public Law.

IN WITNESS THEREOF, the parties hereto have executed this agreement as of the last date written below.


DWAYNE L. THOMAS, COL, USA
Chief, Disposition and Regulated
Program Management
HQ Defense Logistics Agency


State Coordinator Signature

SANDRA MAZY, ADMINISTRATOR
Type/Print Name and Title

Date DEC 15 2003

Date 10/28/03

ANNEX B

AGENCY LETTERHEAD

Date

THRU: Nevada State Coordinator
1535 Hot Springs Road Unit 10
Carson City, NV 89706

FOR: Defense Logistics Agency, J-3
J-331/LESO
8725 John J Kingman Road
Fort Belvoir, VA 22060-6221

SUBJECT: Certification Request – 1033 Program

The (Name of Law Enforcement Agency) requests to participate in the Defense Department Excess Property Program.

Explain law enforcement mission of agency.

Explain jurisdiction serviced by the agency in physical size, population and number of sworn officers and any special officers to include drug enforcement and or tactical officers.

Explain any budgetary constraints, which would make acquisition of excess Defense Department property advantageous to the agency.

Explain all law enforcement challenges in your jurisdiction to include counter-drug and or counter-terrorism activities.

SIGNATURE OF AGENCY CHIEF

(Attach completed Interlocal Agreement and Law Enforcement Agency Data Sheet)

INTERLOCAL AGREEMENT BETWEEN PUBLIC AGENCIES

An Agreement Between the State of Nevada
Acting By and Through Its

**NEVADA DEPARTMENT OF PUBLIC SAFETY
OFFICE OF CRIMINAL JUSTICE ASSISTANCE
1535 Hot Springs Road Unit A, Carson City, Nevada 89706
(775) 687-3700, Fax (775) 687-4171
("OCJA")**

and

**(NAME, ADDRESS, PHONE AND FACSIMILE NUMBER OF AGENCY)
("Law Enforcement Agency")**

WHEREAS, NRS 277.180 authorizes any one or more public agencies to enter into agreements with any one or more other public agencies to perform any governmental service, activity or undertaking which any of the public agencies entering into the agreement is authorized by law to perform; and

WHEREAS, the Secretary of the U.S. Department of Defense ("DoD") is authorized by 10 U.S.C. §2576a to transfer to Federal and State Law Enforcement Agencies (LEA), property that is excess to the needs of the DoD and which property the Secretary of Defense determines is suitable for use by such agencies in law enforcement activities, including counter-drug and counter-terrorism activities, under such terms prescribed by the Secretary. The authorities granted to the Secretary of the DoD have been delegated to the Defense Logistics Agency (DLA); and

WHEREAS, the Governor of the State of Nevada has appointed a State Coordinating Officer within the OCJA who will manage and coordinate the program known as the 1033 Program (Defense Excess Property Program) authorized by 10 U.S.C. §2576a; and

WHEREAS, the OCJA has entered into an agreement with the DLA which sets forth the terms and conditions with respect to excess DoD property transferred pursuant to 10 U.S.C. §2576a.

WHEREAS, the DLA and OCJA have the authority to determine the type, quantity, and location of excess property suitable for use in law enforcement activities, if any, that will be transferred to the Law Enforcement Agency.

WHEREAS, it is deemed that the services hereinafter set forth are both necessary and in the best interests of the State of Nevada;

NOW, THEREFORE, in consideration of the aforesaid premises, the parties mutually agree as follows:

1. **REQUIRED APPROVAL.** This agreement shall not become effective until and unless approved by appropriate official signatory action of each party.
2. **DEFINITIONS.** "State" means the State of Nevada (Office of Criminal Justice Assistance), its officers, employees and immune contractors as defined in NRS 41.0307.
3. **AGREEMENT TERM.** This Agreement shall be effective upon execution of authorized representative signatures and DLA approval (agencies new to the program only), unless sooner terminated by either party as set forth in this Agreement. If an agency Chief/Executive (either LEA or OCJA) changes, an updated agreement between the two parties containing the new signatures shall be executed as soon as possible.
4. **TERMINATION.** Prior to any termination action, active property inventories for a Law Enforcement Agency (LEA) maintained by the DLA must be cleared through property turn-in or disposal actions. Any termination of this agreement shall not be effective until 30 days after a party has served written notice upon the other party. This Agreement may be terminated by mutual consent of both parties or unilaterally by either party without cause. The parties expressly agree that this Agreement shall be terminated immediately if for any reason State and/or Federal funding ability to satisfy this Agreement is withdrawn, limited, or impaired.
5. **NOTICE.** All notices or other communications required or permitted to be given under this Agreement

postage prepaid on the date posted, and addressed to the other party at the address set forth above.

6. INCORPORATED DOCUMENTS. The parties agree that the services to be performed shall be specifically described; this Agreement incorporates the following attachments in descending order of constructive precedence:

ATTACHMENT A: Nevada Operating Plan for the Defense Department Excess Property Program
– Section 1033

ATTACHMENT B: Agreement Between the State of Nevada and the Defense Logistics Agency

7. CONSIDERATION. The OCJA agrees to provide the services set forth in the incorporated documents (paragraph 6). In return, the Law Enforcement Agency agrees to comply with the terms set forth in the incorporated documents (paragraph 6) in their entirety. The LEA agrees to source all shipping, transportation, maintenance, repair and disposal costs associated with obtaining and operating property under this agreement.

8. ASSENT. The parties agree that the terms and conditions listed in the incorporated documents of this Agreement are also specifically a part of this Agreement and are limited only by their respective order of precedence and any limitations expressly provided.

9. INSPECTION & AUDIT.

a. Books and Records. Each LEA agrees to keep and maintain under general accepted accounting principles full, true and complete records, agreements, books, and documents as are necessary to fully disclose to the State or United States Government, or their authorized representatives, upon audits or reviews, sufficient information to determine compliance with any applicable regulations and statutes.

b. Inspection & Audit. Each LEA agrees that the relevant books, records (written, electronic, computer related or otherwise), including but not limited to relevant accounting procedures and practices of the party, financial statements and supporting documentation, and documentation related to the work product shall be subject, at any reasonable time, to inspection, examination, review, audit, and copying at any office or location where such records may be found, with or without notice by the State Auditor, the Department of Administration, Budget Division, the Nevada State Attorney General's Office or its Fraud Control Units, the State Legislative Auditor, and with regard to any federal reviews, the relevant Federal agency, the Comptroller General, the General Accounting Office, the Office of the Inspector General, or any of their authorized representatives. Property acquired by an LEA under this program is subject to the provisions of Single Audit Act of 1984 (31 United States Code, Subtitle V, Chapter 75).

c. Period of Retention. All books, records, reports, and statements relevant to property acquired through this Agreement must be retained by the LEA for a minimum of three years after the date the property was disposed of. Administrative documentation associated with this agreement (e.g. screener sheets) should be retained for three years after the documents are superseded. Retention time shall be extended when an audit is scheduled or in progress for a period reasonably necessary to complete an audit and/or to complete any administrative and judicial litigation which may ensue.

10. LIMITED LIABILITY. The parties will not waive and intend to assert available NRS chapter 41 liability limitations in all cases. Agreement liability of both parties shall not be subject to punitive damages. To the extent applicable, actual damages for any breach shall be limited by NRS 353.260 and NRS 354.626.

11. FORCE MAJEURE. Neither party shall be deemed to be in violation of this Agreement if it is prevented from performing any of its obligations hereunder due to strikes, failure of public transportation, civil or military authority, act of public enemy, accidents, fires, explosions, or acts of God, including, without limitation, earthquakes, floods, winds, or storms. In such an event the intervening cause must not be through the fault of the party asserting such an excuse, and the excused party is obligated to promptly perform in accordance with the terms of the Agreement after the intervening cause ceases.

12. INDEMNIFICATION. Neither party waives any right or defense to indemnification that may exist in law or equity. Notwithstanding the preceding, the Law Enforcement Agency agrees to indemnify and hold harmless the Federal Government, State of Nevada and OCJA from any and all actions, claims, debts, demands, judgments, liabilities, costs and attorney's fees arising out of or in any manner predicated upon the loss of or damage to property and injuries, illness or death of any person whatsoever in any manner caused by or contributed to by the Law Enforcement Agency, its agents, servants, employees or any person subject to its control while, in, upon or about the site on which the excess DoD property is located, or while the excess DoD property is in the possession of, used by or subject to the control of the Law Enforcement Agency.

13. INDEPENDENT PUBLIC AGENCIES. The parties are associated with each other only for the purposes and to the extent set forth in this Agreement, and in respect to performance of services pursuant to this Agreement, each party is and shall be a public agency separate and distinct from the other party and, subject only to the terms of this Agreement, shall have the sole right to supervise, manage, operate, control, and direct performance of the details incident to its duties under this

Agreement. Nothing contained in this Agreement shall be deemed or construed to create a partnership or joint venture, to create relationships of an employer-employee or principal-agent, or to otherwise create any liability for one agency whatsoever with respect to the indebtedness, liabilities, and obligations of the other agency or any other party.

14. INSURANCE. By executing this Agreement, the LEA certifies to the OCJA that it has and agrees to maintain at no expense to the Federal Government or OCJA adequate liability and property damage insurance coverage and workmen's compensation insurance to cover any claims arising from acquisition, use or disposal of the property to be transferred.

15. SEVERABILITY. If any provision contained in this Agreement is held to be unenforceable by a court of law or equity, this Agreement shall be construed as if such provision did not exist and the nonenforceability of such provision shall not be held to render any other provision or provisions of this Agreement unenforceable.

16. ASSIGNMENT. Neither party shall assign, transfer or delegate any rights, obligations or duties under this Agreement without the prior written consent of the other party.

17. PUBLIC RECORDS. Pursuant to NRS 239.010, information or documents may be open to public inspection and copying. The parties will have the duty to disclose unless a particular record is made confidential by law or a common law balancing of interests.

18. CONFIDENTIALITY. Each party shall keep confidential all information, in whatever form, produced, prepared, observed or received by that party to the extent that such information is confidential by law or otherwise required by this Agreement.

19. PROPER AUTHORITY. The parties hereto represent and warrant that the person executing this Agreement on behalf of each party has full power and authority to enter into this Agreement and that the parties are authorized by law to perform the services set forth in paragraph (6).

20. GOVERNING LAW; JURISDICTION. This Agreement and the rights and obligations of the parties hereto shall be governed by, and construed according to, the laws of the United States of America and State of Nevada. The parties consent to the jurisdiction of the United States of America and/or Nevada district courts for enforcement of this Agreement.

21. ENTIRE AGREEMENT AND MODIFICATION. It should be noted that the Federal Government and/or the Department of Defense may change the 1033 Program unilaterally the result of which may require modification of this Agreement. The preceding notwithstanding, this Agreement and its incorporated documents constitute the entire Agreement of the parties and as such are intended as a complete and exclusive statement of the promises, representations, negotiations, discussions, and other agreements that may have been made in connection with the subject matter hereof. Unless an integrated attachment to this Agreement specifically displays a mutual intent to amend a particular part of this Agreement, general conflicts in language between any such attachment and this Agreement shall be construed consistent with the terms of this Agreement. Unless otherwise expressly authorized by the terms of this Agreement, no modification or amendment to this Agreement shall be binding upon the parties unless the same is in writing and signed by the respective parties hereto.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be signed and intend to be legally bound thereby.

Law Enforcement Agency

Office of Criminal Justice Assistance

Chief/Executive Name Title

Date

Signature Date

ANNEX D
NEVADA LAW ENFORCEMENT AGENCY
DATA SHEET
1033 EXCESS PROPERTY PROGRAM

DATE: _____

LEA: _____ INTERNET ADDRESS: _____

ADDRESS (No P.O. Box) : _____

CITY: _____ STATE: _____ ZIP: _____

MAIN AGENCY PHONE NUMBERS: VOICE- _____ FAX- _____

NUMBER OF FULL TIME SWORN OFFICERS: _____

NUMBER OF FULL TIME SWORN NARCOTIC OFFICERS: _____

NUMBER OF FULL TIME SWORN TACTICAL OFFICERS: _____

ACCOUNTABLE OFFICER: _____

	RANK	NAME
PHONE NUMBER	_____	_____

SCREENER #1: _____

	RANK	NAME
	_____	_____

SCREENER #2: _____

	RANK	NAME
	_____	_____

SCREENER #3: _____

	RANK	NAME
	_____	_____

SCREENER #4: _____

	RANK	NAME
	_____	_____

WEAPONS POC: _____

	RANK	NAME
	_____	_____

PHONE NUMBER: _____ FAX: _____

CHIEF EXECUTIVE OFFICIAL SIGNATURE: _____

PRINTED NAME/TITLE: _____

STATE COORDINATOR SIGNATURE: _____

DATE: _____

Note: This form must be resubmitted as changes of screeners, accountable officer, weapons POC or Chief Executive Official within the LEA occur.

INSTRUCTIONS FOR NEVADA LAW ENFORCEMENT AGENCY DATA SHEET
ENTRIES ARE REQUIRED IN ALL BLOCKS! PLEASE TYPE

1. DATE: This date should be when the agency Chief signs the document.
2. LEA: Place the name of the Law Enforcement Agency in this space.
3. INTERNET: Place the main internet address of the agency in this space.
4. ADDRESS: Self-explanatory
5. CITY: Self-explanatory
6. STATE: Self-explanatory
7. ZIP: Self-explanatory
8. MAIN AGENCY PHONE NUMBER: Place the main contact phone numbers (voice and fax) for the agency in this space.
9. NUMBER OF FULL TIME SWORN OFFICERS: Include the total number of sworn officers in the agency to include those listed below as narcotic and or tactical officers.
10. NUMBER OF FULL TIME SWORN NARCOTIC OFFICERS: Self-explanatory
11. NUMBER OF FULL TIME SWORN TACTICAL OFFICERS: Self-explanatory
12. ACCOUNTABLE OFFICER*: The individual designated as Accountable Officer for the LEA is responsible for maintaining records on the property received through the program.
13. PHONE NUMBER: This should be the direct phone number to the Accountable Officer.
14. SCREENER 1 – 4*: Individuals authorized to screen and freeze property for the LEA. A maximum of 4 individuals per LEA.
15. WEAPONS POC* (Point of Contact): This individual is responsible for any weapons the LEA may acquire through the program.
16. PHONE NUMBER: This should be the direct phone number to the Weapons POC.
17. FAX: This should be the direct fax number to the Weapons POC.
18. CHIEF EXECUTIVE OFFICIAL SIGNATURE: This signature should be the head of the agency whether it be Sheriff, Chief of Police etc.
19. PRINTED NAME/TITLE: Self-explanatory

Additional Instructions:

- a. * The Accountable Officer, Weapons POC and Screener can be the same individual. In small agencies, the Chief Executive **may** also elect to perform one or more of these functions.
- b. The form must be resubmitted as changes occur to any of the named individuals or basic agency information.

Form Revised FEBUARY 2003

[illegible]

ANNEX F

1	2	3	4	5	6	7	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60	61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80
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SECTION 1033 EXCESS PROPERTY PROGRAM

TERMS AND CONDITIONS

LAW ENFORCEMENT AGENCY (LEA) NAME:		
------------------------------------	--	--

The undersigned LEA has read and understands the Nevada Plan of Operation and the Memorandum of Agreement signed by the Defense Logistics Agency (DLA) and the State of Nevada. The LEA understands and agrees to comply with the terms and conditions indicated therein. The undersigned LEA waives and releases any claim against the Federal Government, the State of Nevada and the Office of Criminal Justice Assistance, for any injury or loss that may occur as a result of the use of the equipment procured under this program. Additionally, the LEA further understands the requirements for the proper disposition of DEMIL items. During equipment transfer actions, both "losing" and "gaining" LEAs will notify the appropriate State Coordinator when a transfer has been completed. The LEA also understands and agrees that it is the LEA's responsibility to maintain accurate and accessible documentation regarding he equipment transfer. The "gaining" LEA agrees to submit a completed copy of this form, accompanied by all DD Form 1348's that pertain to the transfer, to the State Coordinator.

1. TYPE OF TRANSACTION: ONLY ONE TYPE OF TRANSACTION PER OCA FORM 657 (CHECK A, B OR C BELOW AND COMPLETE ASSOCIATED INFORMATION)

A. PROPERTY RECEIPT:		DRMS LOCATION NAME:		SCREENING DATE:	
B. PROPERTY TRANSFER:		LOSING LEA:		GAINING LEA:	
C. PROPERTY DISPOSAL:					

2. TRANSACTION INFORMATION:

Was all Requested Property (A or B) above received?	YES	NO	(If no, identify item/s and quantities changed below.) ENSURE APPROPRIATE 1348's ARE ATTACHED!

[illegible]

ANNEX C

Note: To complete actions above, applicable blanks for each line item must be filled in. If the list of property for an action exceeds the space provided, use continuation pages.

3. LEA AUTHENTICATION:

A. Property was/was not received.									
LEA		LEA Officer Name (Type)		Signature		Date		Phone	
B. Property was/was not transferred.									
Losing LEA		LEA Officer Name (Type)		Signature		Date		Phone	
Gaining LEA		LEA Officer Name (Type)		Signature		Date		Phone	
C. Property identified above was disposed. Method of disposal:									
LEA		LEA Officer Name (Type)		Signature		Date		Phone	
State Coordinator Office Approval:									
				Date		PAGE		OF	

LEA NAME:

1. TRANSACTION INFORMATION:		Property Receipt	Property Transfer		Property Disposal
Was all Requested Property above received?		YES	NO		
(If no, identify item/s and quantities changed below.) ENSURE APPROPRIATE 1348's ARE ATTACHED!					

[illegible]

Note: To complete actions above, applicable blanks for each line item must be filled in.

2. LEA AUTHENTICATION:

A. Property was/was not received.						
LEA		LEA Officer Name (Type)		Signature	Date	Phone
B. Property was/was not transferred.						
C. Property identified above was disposed. Method of Disposal:						
LEA		LEA Officer Name (Type)		Signature	Date	Phone

State Coordinator Office Approval:	Date		PAGE	OF		
------------------------------------	------	--	------	----	--	--

INSTRUCTION SHEET FOR:

1. The following general instructions apply to both forms:
 - A. ~~TYPE~~ all information (except signature) on the forms prior to submission.
 - B. Only one type transaction (receipt, transfer, disposal) per OCJA 657/657-1 form is allowed.
 - C. Each blank in the "Transaction Information" area corresponding to an individual line item needs to be completed.
 - D. Even though the screening and approval process for obtaining items is transitioning to an electronic system, receipts, transfers and disposal actions will employ this form for the near future.
 - E. All OCJA Forms 657/657-1 must be accompanied by supporting DD Forms 1348 for each line item.
2. Transaction Type instructions for completing OCJA Form 657:
 - A. Property Receipt:
 - (1). Type in Law Enforcement Agency (LEA) Name directly below Terms and Conditions.
 - (2). Check block 1A - Property Receipt.
 - (3). Type in the Defense Marketing Reutilization Service (DRMS) location from which the property is being transferred (eg Sierra Army Depot).
 - (4). Type in the date (dd/mm/yy) screening was conducted.
 - (5). Complete Transaction Information (Block 2) area.
 - (A) If all LESO approved property was received check "Yes". Check "No" if property was sent to another agency, rejected upon pickup etc. It is important to immediately report differences in quantities accepted by an LEA to the FALCON'S NEST office because LESO will assume the quantity they approved was accepted unless told differently. The LESO will then add the approved quantity to an LEA's inventory. If a quantity other than that approved is received, enter the requested quantity and the received quantity on the line associated with that property. Ensure supporting DD Form 1348 is marked with the correct received quantity.
 - (B) Type Item Description (use description on DD 1348), DTID, Quantity (if item requested quantity matches item received quantity place same number in corresponding blanks), Unit Price (per each item - use DD 1348 price), National Stock Number (use DD 1348), File Number (use File Number provided by LESO), and DEMIL- Yes or No (information will be provided by FALCON'S NEST/LESO). Repeat information for each different piece of property received. Use OCJA Form 657-1 Continuation Sheets, filled out in the same manner, to complete property lists. NOTE: A separate DD Form 1348 must accompany each line item received.
 - (6). Complete LEA Authentication (Block 3 A) area:
 - (A) If all approved property or modified quantities of approved property were received, circle "was". If all approved property was rejected, not received etc circle "was not". Complete form by typing associated LEA information and date and have accountable/responsible officer sign the form.
 - (B) Complete form by annotating the number of pages associated with the transaction in the lower right of the form.
 - B. Property Transfer:
 - (1). Type in Gaining Law Enforcement Agency (LEA) Name directly below Terms and Conditions.
 - (2). Check block 1B - Property Transfer.
 - (3). Type in Losing and Gaining LEA organizations, abbreviating if necessary.
 - (4). Complete Transaction Information (Block 2) area:
 - (A) If all LESO approved transfer property was received check "Yes". Check "No" if all approved transfer property was not received. It is important to immediately report differences in quantities accepted by an LEA because LESO will assume the quantity they approved was accepted unless told differently. The LESO will add the approved quantity to an LEA's inventory. If a quantity other than that approved is received, enter the requested quantity and the received quantity on the line associated with that property. Ensure supporting DD Form 1348 is marked with the correct received quantity.
 - (B) Type Item Description (use description on DD 1348), DTID, Quantity (if item requested quantity matches item received quantity place same number in corresponding blanks), Unit Price (per each item - use DD 1348 price), National Stock Number (use DD 1348), File Number (use File Number provided by LESO), and DEMIL- Yes or No (information will be contained on losing LEA's inventory listing). Repeat information for each different piece of property received. Use OCJA Form 657-1 Continuation Sheets, filled out in the same manner, to complete property lists. NOTE: A separate DD Form 1348 must accompany each line item.

(5). Complete LEA Authentication (Block 3 B) area:

- (A) If all approved property or modified quantities of approved property were received, circle "was". If all approved property was rejected, not received etc circle "was not". Complete form by typing associated Losing and Gaining LEA information and date and have accountable/responsible officer sign the form.
- (B) Complete form annotating the number of pages associated with the transaction in the lower right of the form.

C. Property Disposal:

- (1). Type in Law Enforcement Agency (LEA) Name directly below Terms and Conditions.
- (2). Check block 1C - Property Disposal.
- (3). Complete Transaction Information (Block 2 area):

Type Item Description (use description on DD 1348), DTID, Quantity (identify quantity to be disposed in the "REQUEST" column.), Unit Price (per each item - use DD 1348 price), National Stock Number (use DD 1348), File Number (use File Number on LEA inventory listing), and DEMIL- Yes or No (information will be contained on LEA inventory listing). Repeat information for each different piece of property to be disposed of. Use OCJA Form 657-1 Continuation Sheets, filled out in the same manner, to complete property lists. NOTE: A separate DD Form 1348 must accompany each line item to be disposed of.

(4). Complete LEA Authentication (Block 3C) area:

- (A) Identify the method by which the property will be disposed (eg "Turn-in to DMRO" - Note: If items are turned into a local DMRO, the LEA must ensure they receive a signature from a representative of the DMRO verifying receipt of the property (recommend using DD 1348), or "Disposed of in accordance with Department policy" (for non-DEMIL items only). Complete area by typing associated LEA information and date and have accountable/responsible officer sign the form.
- (B) Complete form by annotating the number of pages associated with the transaction in the lower right of the form.

- 3. OCJA Form 657-1 will be used when the quantity of line items exceeds the available space on the OCJA Form 657. OCJA Form 657-1 will be completed in the same manner as OCJA 657. Initially, type in LEA Name, then mark either Property Receipt, Property Transfer or Property Disposal based on the Transaction Type from the OCJA Form 657. Complete property information and LEA Authentication as before and ensure the "Page of" information is entered at the bottom of the form. The LEA Authentication must be completed for each page associated with a transaction.

**SECTION 1033 EXCESS PROPERTY PROGRAM
TERMS AND CONDITIONS**

The undersigned LEA has read and understands the Nevada Plan of Operation and the Memorandum of Agreement signed by the Defense Logistics Agency (DLA) and the State of Nevada. The LEA understands and agrees to comply with the terms and conditions indicated therein. The undersigned LEA waives and releases any claim against the State of Nevada and the Office of Criminal Justice Assistance, for any injury or loss that may occur as a result of the use of the equipment procured under this program. Additionally, the LEA further understands the requirements for the proper disposition of DEMIL items. During equipment transfer actions, both "losing" and "gaining" LEAs will notify the appropriate State Coordinator when a transfer has been completed. The LEA also understands and agrees that it is the LEA's responsibility to maintain accurate and accessible documentation regarding the equipment transfer. The "gaining" LEA agrees to submit a completed copy of this form, accompanied by all DD Form 1348's that pertain to the transfer, to the State Coordinator.

C. PROPERTY DISPOSAL:

Was all Requested Property (A or B) above received? YES X
 NO X
 (If no, identify item/s and quantities changed below.) ENSURE APPROPRIATE 1348's ARE ATTACHED!

[illegible]

3. LEA AUTHENTICATION:

LEA	XXXXXXXXXX	LEA Officer Name (Type)	XXXXXXXXXX	Signature	XXXXXXXXXX	Date	XXXXXX	Phone	XXXXXX
LEA	XXXXXXXXXX	LEA Officer Name (Type)	XXXXXXXXXX	Signature	XXXXXXXXXX	Date	XXXXXX	Phone	XXXXXX

Losing LEA	LEA Officer Name (Type)	Signature	Date	Phone
------------	-------------------------	-----------	------	-------

Gaining LEA	LEA Officer Name (Type)	Signature	Date	Phone
-------------	-------------------------	-----------	------	-------

C. Property identified above was disposed. Method of disposal:

State Coordinator Office Approval:

Date _____

PAGE X OF X

ANNEX I

1033 PROGRAM

INTERNAL PROPERTY SIGN OUT REGISTER (EXAMPLE)

LAW ENFORCEMENT AGENCY (Section – e.g. Property Division)

<u>PROPERTY</u>	<u>QUANTITY</u>	<u>DATE SIGNED OUT</u>	<u>OFFICER</u>
Gas Mask 8470-01-130-3794 (NSN)	1 ea	Jan 8, 2004	Signature Typed/Print Name
M14 Rifle SN 2534755*	1 ea	Jan 8, 2004	Signature Typed/Print Name
Night Vision Goggles AN/PVS-5C SN 65784*	1 ea	Jan 8,2004	Signature Typed/Print Name

VALIDATED**: DATE

* If the item being signed out is accounted for by serial number, that serial number will appear on the sign out register.

** During the annual reconciliation all equipment sign out registers should be reviewed and updated as necessary. A record of this review should be kept and can be annotated as above.



ANNEX - J

Law Enforcement Support Office

Providing Support To America's
Law Enforcement Community Since 1995



LESO Request Detail...

The Details Report is displaying those Items that have been
approved by the LESO Team.
Tuesday, July 01, 2003

☒ By All Items ☐ By DEMIL
☐ By FSCAP

LEA	Item Description	NSN	DTID	Supply Doc	File Number	Provided QTY	Actual Date		Onhand	DEMIL	Cond Code
							Provided				
DEPT OF PUBLIC SAFETY	HELMET, COMBAT VEHICLE CREWMAN'S	8470-01-130-3794	SZS31913110501	H9DEB113170127	A00207174	1	11/13/2001	1		Q	A1
DEPT OF PUBLIC SAFETY	MASK, CHEMICAL-BIOLOGICAL	4240-00-926-4200	W81H7U02870015	H9DEB113170116	A00207174	4	11/13/2001	4		F	0
DEPT OF PUBLIC SAFETY	MASK, CHEMICAL-BIOLOGICAL	4240-01-143-2019	W81H7U02870009	H9DEB113170111	A00207174	4	11/13/2001	4		F	0
DEPT OF PUBLIC SAFETY	MASK, CHEMICAL-BIOLOGICAL	4240-01-143-2018	W81H7U02870012	H9DEB113170114	A00207174	3	11/13/2001	3		F	B4
DEPT OF PUBLIC SAFETY	MASK, CHEMICAL-BIOLOGICAL	4240-01-143-2019	W81H7U10100011A	H9DEB113170110	A00207174	2	11/13/2001	2		F	B4
DEPT OF PUBLIC SAFETY	MASK, CHEMICAL-BIOLOGICAL	4240-01-143-2019	W81H7U03000011A	H9DEB113170112	A00207174	2	11/13/2001	2		F	B4
DEPT OF PUBLIC SAFETY	MASK, CHEMICAL-BIOLOGICAL	4240-00-926-4200	W800NA02790003A	H9DEB113170117	A00207174	1	11/13/2001	1		F	H7
DEPT OF PUBLIC SAFETY	MASK, CHEMICAL-BIOLOGICAL	4240-01-143-2019	W800NA02800007	H9DEB113170113	A00207174	12	11/13/2001	12		F	H7
DEPT OF PUBLIC SAFETY	PONCHO, 29	8405-00-PONCHO	SZS31913100500	H9DEB113100199	A00207076	1	11/06/2001	1		0	0
DEPT OF PUBLIC SAFETY	FOLDING COT	7105-00-COT	SZS31913104496	H9DEB113100196	A00207076	1	11/06/2001	0		0	0
DEPT OF PUBLIC SAFETY	SCRAP TOOLS	5120-00-TOOLS	SZS31913104997	H9DEB113100198	A00207076	1	11/06/2001	1		0	0
DEPT OF PUBLIC SAFETY	MASK, CHEMICAL-BIOLOGICAL	4240-01-143-2019	12530054	H9DEB112760003	D09901145	182	10/03/2001	182		0	0
DEPT OF PUBLIC SAFETY	DRESSING, BURN	6510-01-243-5897	93130009	H9DEB112760002	A00001073	78	10/03/2001	78		0	0
DEPT OF PUBLIC SAFETY	GLOVES, MEN'S	8415-00-268-8349	91460203	H9DEB112760001	A09906131	4	10/03/2001	4		0	0
DEPT OF PUBLIC SAFETY	SUIT, CHEMICAL PROTECTIVE	8415-01-327-5350	2310101	H9DEB111700121	A00009079	75	06/19/2001	75		0	0
DEPT OF PUBLIC SAFETY	COAT ALL WEATHER	8415-00-COAT	11010109	H9DEB111010110	A00103801	3	04/11/2001	3		0	0
DEPT OF	JACKET, COLD	8415-00-	N605300152V106	H9DEB111010107	A00103801	5	04/11/2001	5		A	A1

PUBLIC SAFETY	WEATHER	753-5611							
DEPT OF PUBLIC SAFETY	VEST TACTICAL	8415-01-296-8878	M1316010940004	H9DEB111010104	A00103801 166	04/11/2001 166	A	0	
DEPT OF PUBLIC SAFETY	BAG FLYER'S HELMET	8415-00-782-2989	M2141010350035	H9DEB111010105	A00103801 24	04/11/2001 24	A	H7	
DEPT OF PUBLIC SAFETY	COAT ALL WEATHER	8415-00-COAT	SZ312910940295	H9DEB111010106	A00103801 39	04/11/2001 39	A	H7	

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CFDA # 12.005

Defense Logistics Agency
 "Right Item, Right Time, Right Place, Right Price, Every Time...
 Best Value Solutions for America's Warfighters"

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Maintained by the Law Enforcement Support Organization (LESO) of the DLA Logistics Operation (J-3).
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 For Technical Assistance contact **DLA Webmaster**

DATE

TO: (Name of Agency, Accountable Officer and address of Law Enforcement Agency)

Reference: 1033 Program Property Inventory

The attached document identifies Defense Department equipment acquired through the 1033 Program on the inventory of your agency. You are requested to conduct an inventory using this list to ensure you can account for all the property contained therein. This inventory needs to be completed within 45 days from the date of this letter. Agencies with cannot meet this time frame should contact FALCON'S NEST with a request for extension. Based on the inventory results, the accountable officer should complete only the appropriate block/s below, sign and date the form and return it to FALCON'S NEST.

_____ All items accounted for.

_____ The following item/s on the inventory list can not be accounted for:

ITEM	NSN	DTID	QTY (Attach a separate list if required)
1			
2			
3			
4			
5			
6			
7			
8			

_____ The follow item/s were never received by this agency.

ITEM	NSN	DTID	QTY (Attach a separate list if Required)
1			
2			
3			
4			
5			

Signature of Accountable Officer

Date

OCJA Form 657 03/07/2003

SECTION 1033 EXCESS PROPERTY PROGRAM TERMS AND CONDITIONS

LAW ENFORCEMENT AGENCY (LEA) NAME: XXXXXXXXXXXX

The undersigned LEA has read and understands the Nevada Plan of Operation and the Memorandum of Agreement signed by the Defense Logistics Agency (DLA) and the State of Nevada. The LEA understands and agrees to comply with the terms and conditions indicated therein. The undersigned LEA waives and releases any claim against the State of Nevada and the Office of Criminal Justice Assistance, for any injury or loss that may occur as a result of the use of the equipment procured under this program. Additionally, the LEA further understands the requirements for the proper disposition of DEMIL items. During equipment transfer actions, both "losing" and "gaining" LEAs will notify the appropriate State Coordinator when a transfer has been completed. The LEA also understands and agrees that it is the LEA's responsibility to maintain accurate and accessible documentation regarding the equipment transfer. The "gaining" LEA agrees to submit a completed copy of this form, accompanied by all DD Form 1348's that pertain to the transfer, to the State Coordinator.

1. TYPE OF TRANSACTION: ONLY ONE TYPE OF TRANSACTION PER OCIA FORM 657 (CHECK A, B OR C BELOW AND COMPLETE ASSOCIATED INFORMATION)

A. PROPERTY RECEIPT:

SCREENING DATE:

B. PROPERTY TRANSFER: _____ **LOSING LEA:** _____

GAINING LEA:

C. PROPERTY DISPOSAL:

18

2. TRANSACTION INFORMATION:

1 Was all Requested Property (A or B) above received? YES NO
 ! Was all Requested Property (A or B) above received? YES NO
 (If no, identify item/s and quantities changed below.) ENSURE APPROPRIATE 1348's ARE ATTACHED!

ANNEX

[illegible]

Note: To complete actions above, applicable blanks for each line item must be filled in. If the list of property for an action exceeds the space provided, use continuation pages.

3. LEA AUTHENTICATION:

A. Property was/was not received.

LEA

B. Property was/was not transferred.

Losing LEA

Gaining LEA

C. Property identified above was disposed. Method of disposal:

LEA XXXXXXXXXXXX LEA Officer Name (Type)

State Coordinator Office Approval:

Date _____

PAGE

X OF X

X

OCJA Form 657 03/07/2003

SECTION 1033 EXCESS PROPERTY PROGRAM TERMS AND CONDITIONS

LAW ENFORCEMENT AGENCY (LEA) NAME: XXXXXXXXXXXX

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1. TYPE OF TRANSACTION: ONLY ONE TYPE OF TRANSACTION PER OCIA FORM 657 (CHECK A, B OR C BELOW AND COMPLETE ASSOCIATED INFORMATION)

A. PROPERTY RECEIPT:

DRMS LOCATION NAME:

SCREENING DATE:

B. PROPERTY TRANSFER:

LOSING I.E.A.

XX

GAINING LEAD:

XXXXXXXXXXXXXXXXXXXX

C. PROPERTY DISPOSAL:

2. TRANSACTION INFORMATION:

Was all Requested Property (A or B) above received?	YES	NO	(If no, identify item/s and quantities changed below.) ENSURE APPROPRIATE 1348's ARE ATTACHED!
	X		

[illegible]

Note: To complete actions above, applicable blanks for each line item must be filled in. If the list of property for an action exceeds the space provided, use continuation pages.

3. LEA AUTHENTICATION:

A. Property was/was not received.

LEA	LEA Officer Name (Type)	Signature	Date	Phone
LEA				
LEA				

B. Property was/was not transferred.

Losing LEA	XXXXXX	LEA Officer Name (Type)	XXXXXX	Signature	XXXXXX	Date	XXXXXX	Phone	XXXXXX
------------	--------	-------------------------	--------	-----------	--------	------	--------	-------	--------

[illegible]

C. Property identified above was disposed. Method of disposal:

LEA _____	LEA Officer Name (Type) _____	Signature _____	Date _____	Phone _____
LEA _____	LEA Officer Name (Type) _____	Signature _____	Date _____	Phone _____

State Coordinator Office Approval:

Date _____

PAGE

X OF X

Annex N

COMPLIANCE REVIEW CHECKLIST

DOCUMENTATION:

AGREEMENT _____ Date _____
LEA Data Sheet _____ Date _____
1348-1 Forms _____
103 Screener Forms _____
657 Forms _____
Acquisitions _____
Transfers _____
Disposals _____
Procedures Manual _____
Reconciliation Paperwork _____

INVENTORY:

High Dollar Value Items _____
Weapons/Physical Security _____
Aircraft and Components _____
Demil/Sensitive Items _____
Items in Storage _____
Items assigned to Officers _____

PROPERTY UTILIZATION SURVEY

Items Used in Past Year _____
Unused Items Reported as Excess _____
Training Records for Weapons _____

ADDITIONAL COMMENTS:

What is a “Federal Condition Code”?

This is a two character combination of the “Supply” condition code and the “Disposal” condition code. The Supply condition code is assigned by the activity turning the property in to the DRMO/DRMS. Supply condition codes are always the first position of the Federal code and are defined as follows:

A - Serviceable - Issuable without Qualification (New, used, repaired, or reconditioned material which is serviceable and issuable to all customers without limitation or restrictions. Includes material with more than 6 months shelf life remaining.)

B - Serviceable - Issuable with Qualification (New, used, repaired, or reconditioned material which is serviceable and issuable for its intended purpose but which is restricted from issue to specific units, activities, or geographical areas by reason of its limited usefulness or short service life expectancy. Includes material with 3 through 6 months shelf life.)

C - Serviceable - Priority Issue (Items which are serviceable and issuable to selected customers, but which must be issued before Condition A and B material to avoid loss as a usable asset. Includes material with less than 3 months shelf life remaining.)

D - Serviceable - Test/Modification (Serviceable material which requires test, alteration, modification, conversion or disassembly. This does not include items which must be inspected or tested immediately prior to issue.)

E - Unserviceable - Limited Restoration (Material which involves only limited expense or effort to restore to serviceable condition and which is accomplished in the storage activity where the stock is located.)

F - Unserviceable – Reparable (Economically reparable material which requires repair, overhaul, or reconditioning. Includes reparable items which are radioactivity contaminated.)

G - Unserviceable – Incomplete (Material requiring additional parts or components to complete the end item prior to issue.)

Federal Condition Codes (continued)

H - Unserviceable – Condemned (Material which has been determined to be unserviceable and does not meet repair criteria; includes condemned items which are radioactivity contaminated, Type I self life material that has passed the expiration date, and Type II shelf life material that has passed the expiration date and cannot be extended.)

NOTE: Classify obsolete and excess material to its proper condition before consigning to the DRMO. DO NOT classify material in supply condition H unless it is truly unserviceable and does not meet repair criteria.

S - Unserviceable - Scrap

A Disposal Condition Code is a code assigned by the DRMO receiver after inspection of an item which is used to designate the physical condition of that item. They are as follows:

1 - Excellent (Property which is in new condition or unused condition and can be used immediately without modifications or repairs.)

4 - Usable (Property which shows some wear, but can be used without significant repair.)

7 - Repairable (Property which is unusable in its current condition, but can be economically repaired.)

X – Salvage (Property which has some value in excess of its basic material content, but repair or rehabilitation is impractical and/or uneconomical.)

S – Scrap (Property that has no value except for its basic material content.)

Federal Condition Codes (Combinations of the Supply and Disposal Condition Codes) are as follows:

A1, A4 / B1, B4 / C1, C4 / D1, D4, D7 / E7 / F7, FX / G7, GX / H7, HX

DoD Demilitarization & Trade Security Controls

- **Demilitarization and Trade Security Control Program**
- **Demilitarization (DEMIL) Coding Management Office (DCMO)**
- **Demilitarization Life Cycle Planning Center (DLPC)**

Demilitarization is the act of destroying the offensive or defensive advantages inherent in certain types of military equipment. Manual 4160.21-M-1, entitled “DoD Demilitarization Manual” governs all property that requires demilitarization.

Munitions List items (MLI) is property that is listed in the International Traffic in Arms Regulation, published by the U.S. Department of State (DoS). The export of this property requires DoS approval and appropriate licensing. There are two categories of MLI; those that require demilitarization (DEMIL), and those that do not. A good example of a MLI requiring DEMIL is a “Peacekeeper” vehicle.

Commerce Control List Items: Through its Export Administration Regulations, the Department of Commerce places export controls on many commodities, some of which can be obtained as DoD excess property through LESO. The reasons for these controls include national security, antiterrorism, chemical and biological weapons, missile technology, nuclear proliferation, crime control, technology transfer, and scarcity of materials. These regulations, in short, prohibit transfer of this property to foreign governments or non-U.S. citizens, without a validated export license. How does this affect you? When disposing of 1033 property, you should be aware of these regulations, and pass the information along with the property at the time of disposal.

End-Use Certificate (EUC): **DLA Form 1822**, April 2001 must be completed when title for MLI and CCLI is being transferred as the result of sale or donation. This form notifies the recipient that if the intent is to export the property, an export license or letter of authorization is required from the Department of State or Department of Commerce. In signing this form, the recipient also agrees to cooperate with and permit authorized Government representatives to inspect and verify the existence and condition of the MLI/CCLI that has been acquired.

For more information concerning DEMIL, MLI, and CCLI items contact Mr. Jack W. Blackway, at 703-767-1539 or DSN 427-1539, email: Jack_blackway@hq.dla.mil.

Request Procedures for Aircraft

Under Section 1033 of the National Defense Authorization Act for fiscal year 1997 (10 U.S.C.2576a) the Secretary of Defense may transfer to Federal and State agencies personal property of the Department of Defense, including aircraft, that the Secretary determines is suitable for use by the agencies in law enforcement activities. Agencies in law enforcement activities are defined as government agencies whose primary function is the enforcement of applicable Federal, State and Local laws and whose law enforcement officers have powers of arrest and apprehension. All requests for aircraft from State and local law enforcement agencies must be submitted through the appropriate governor appointed State coordinator for approval. A listing of State coordinators is available upon request from the Defense Logistics Agency's Law Enforcement Support Office (LESO). The following procedures must be followed when submitting requests.

On agency letterhead answer the following questions in narrative form. Please address each question in a separate paragraph.

1. Administrative Data: Name, Address, Phone and FAX umbers of the requesting agency. Full name of the chief executive official of the requesting agency. Any additional points of contact.
2. The type and quantities of aircraft requested. Must include the aircraft's intended use and the impact the resource will have within the requesting agency's jurisdiction as well as surrounding jurisdictions.
3. The size of the requesting agency's jurisdiction by population and area.
4. Written understanding of the terms and conditions applicable to aircraft transfers as detailed in the MOA between DLA and the governor appointed state coordinator. (Response must detail the specific terms of transfer.)
5. Written description of agency's plan to maintain, operate and finance the requested aircraft.
6. Written understanding of the FAA regulations governing the operation of the requested aircraft. (Response must detail the specific regulations.)

The letter must be signed by the chief executive official of the requesting agency and then forwarded to the state coordinator for state review. If approved at the state level the request will be forwarded to the servicing LESO for action. A request approved at the state level is no guarantee that the requesting agency will receive an aircraft. Agencies approved to receive aircraft will be contacted by their respective state coordinators. Questions regarding this application should be directed to your State Coordinator.

Armored Personnel Carrier (APC) Request Procedures

In the past, the LESO customers who did not have a .mil address could not see DEMIL property. These customers were required to have a static internet protocol (IP) address to view these items. This requirement has been changed. All LESO customers are now able to view DEMIL property. Before this change was implemented, the LESO maintained a National Priority List for Armored Personnel Carriers (APC), NSNs:

- 2320-01-074-7642
- 2320-01-044-7133
- 2350-01-069-6931
- 2350-01-068-4077
- 2350-01-068-4089
- 2350-01-096-9356
- 2350-00-860-2349
- 2350-00-071-0732
- 2350-01-103-5641

With the new ability for customers to view DEMIL property and to request this property electronically, customers are now required to request APC either via the internet or by submitting a manual 103 to the LESO. With the implementation of Excess Express, the LESO customers must screen, request, and receive property from DRMO within the first 21 days of the new screening period. After this time, the property moves to a different category and must be requested through the General Services Administration (GSA). This is very important because at times coordinating transportation for the APC can be quite lengthy and therefore the recipient LEA must coordinate directly with the DRMO if you will exceed the mandatory time limit. Effective immediately, customers wanting this property must screen and request it electronically or manually.

Futhermore, the LESO will no longer maintain a NPL for this property. Should you have any questions or need immediate assistance, please call the LESO APC Item Manager at 1-800-532-9946.

Request Procedures for Excess Computers

As of December 1, 1999, all requests for computers, under the 1149 request procedure, will no longer be processed through the Law Enforcement Support Office. All requests for computers will be sent to the Defense Information Systems Agency (DISA) for processing. All record keeping regarding 1149 (DISA) computers will be maintained by DISA.

Law enforcement agencies (LEA) requesting excess computers should follow the steps listed below:

1. DoD Activity reports excess computer equipment to the Defense Information Technology Management System (DITMS)
2. LEA views the DITMS Excess IT catalog and identifies available excess DoD equipment: www.disa.mil/cio/darmp/excess.html The LEA must call the point of contact listed and inquire about the equipment. The LEA asks the holding agency to hold the equipment until all paperwork has been processed.
3. LEA contacts their state coordinator to request a reservation be placed on the equipment identified. The requesting LEA must then prepare the transfer documentation and fax it to their state coordinator for signature. LEA's must use DD Form 1149.
4. The state coordinator faxes the completed and signed DD Form 1149 to the DARMP Team for approval. Both the state coordinator and owning activity will receive transfer authorization for the identified equipment.
5. After approval, the LEA coordinates the shipping/pick up with the owning activity.
6. The owning activity prepares the equipment for shipping/pick up and accepts any funds that may be transferred. The LEA accepts the equipment. The transfer is complete.

Listed below are additional procedures to assist State coordinators with processing excess computer requests:

1. Logon to the Defense Information Technology Management System (DITMS) for an account number and password: <http://ditms.disa.mil>
2. Identify and validate the LEA as a legal office within your state.
3. Place a reservation on each excess report number and item number for the LEA office requesting the equipment.
4. Add a requisition number in Block 6 and sign off in Block 10 on the Requisition and Invoice/Shipping Document, Department of Defense Form 1149 (DD 1149).
5. Fax completed DD1149 to the DARMP for approval at 703-696-1900.
6. Follow-up to ensure that the LEA received the equipment.
7. Address all problems/concerns to the DARMP team.

Request Procedures for Excess Computers (continued)

Below is required information that must be completed on the DD Form 1149:

Block 1. Holding Activity, Mailing Address, Point of contact, Defense Reporting Activity (DRA), Telephone number

Block 2. Chief Information Officer/DSP Division/DARMP Team

Code: DO3C, Virginia Square Plaza, 4th Floor

3701 N. Fairfax Drive, Arlington, VA 2203-1713

Block 3. Law Enforcement Agency, Mailing address, Point of contact, Telephone number, Fax Number; email address

Block 4. Mode of shipment

Block 4b. Report Number, Report Number item, Nomenclature, manufacturer, model, serial number

Block 4c. Quantity

Block 4h. Unit Price

Block 4i. Total Price

Block 6. Requisition Number (14 characters)

Block 9. Authority or purpose

Block 10. State Coordinator's Signature

Download DD1149 [Form](#)

DISA point of contact requesting computers is Linda Fahner, 703-696-1907 or DSN 426-1907, email: fahnerl@ncr.disa.mil. If you have any questions regarding this procedural change please feel free to contact LESO at 1-800-532-9946.

Request Procedures for Excess Computers (continued)

Computers with Hard Drives

1. The information provided is per a memorandum prepared by Mr. Wayne Woosley, Director of Business Operations, from Defense Reutilization and Marketing Service: "Department of Defense (DoD) activities may reutilize computer with hard drives, including specialized DoD programs listed in DoD 4160.21-M, Chapter 5. However, LESO, HAP, FMS, and REC customers are not considered DoD customers in this case and their requests will be considered on a case-by-case basis only per DLA J-331 guidance dated February 8, 2001. All waivers submitted by LESO, HAP, FMS, and REC customers will be letter format, stating computer make, model and serial number; activity turning in the computer; what the computer was used for; how data was removed from the hard drive; and who provided certification that data was removed. It is the reutilization customer's responsibility to gather this information. Customers should provide the waivers to the DRMOs for review and the DRMO will mail to DRMS-BA to be forwarded to DLA J-331 for concurrence/nonoccurrence, through DLA(J6) and to OASD (C3I) for approval/disapproval. Computers with hard drives may not be redistributed to federal agencies or donees."
2. To date, two waivers have been submitted and disapproved. Please forward your questions to LESO, 1-800-532-9946.

Night Vision Device (NVD) Loan-Lease Program

Law Enforcement Agencies (LEA) can loan-lease serviceable NVDs for just \$300.00 per unit per year through a program sponsored by the Crane, Indiana, Naval Surface Warfare Center (NAVSURWARCENDIV Crane). The \$300.00 fee covers refurbishing and administrative costs. This program puts high-quality night vision goggles (model AN/PVS 5) refurbished to military standards into the hands of departments both large and small. If LEAs are interested in loan-lease program to acquire NVDs they must follow the procedures listed below:

1. Send a request on the LEA Department Letterhead stating the number of units requested along with the number of officers within the department. The request must also include, the point of contact, telephone number, fax, and address.
2. The request should be faxed to Ms. Tedrow at (812) 854-3665.
3. Once Ms. Tedrow receives the request, she will prepare a contract and fax it back to the LEA. The LEA must sign the contract on the 2nd page in the lower right, and return it to Ms. Tedrow with an approved purchase order or copy of the check that they will mail to her.
4. Once all required documentation has been received, the request will be processed for issue. Delivery normally ranges from 60 to 90 days.

If the goggles need to be repaired at any time, NAVSURWARCENDIV Crane will immediately ship a replacement at no additional cost to the LEA. As new version of the goggles become available, the center will replace the AN/PVS5 with upgrades at no additional cost. In addition, the center has included in the program the repair of agency-owned night vision and thermal imaging equipment at actual repair cost. In the future, NAVSURWARCENDIV Crane plans to extend the program to include light-intensifying handheld night vision scopes and pocket scopes.

For more information concerning this program, contact Ms. Tedrow at (812) 854-5641 or the Law Enforcement Support Office (LESO), 1-800-532-9946.

Weapon Request Procedures

Under Section 1033 of the National Defense Authorization Act for fiscal year 1997 (10 U.S.C.2576a) the Secretary of Defense may transfer to Federal and State agencies personal property of the Department of Defense, including weapons, that the Secretary determines is suitable for use by the agencies in law enforcement activities. Agencies in law enforcement activities are defined as government agencies whose primary function is the enforcement of applicable Federal, State and Local laws and whose law enforcement officers have powers of arrest and apprehension. All requests for weapons from State and local law enforcement agencies must be submitted through the appropriate governor appointed State coordinator for approval. A listing of State coordinators is available upon request from the Defense Logistics Agency's Law Enforcement Support Office (LESO). The following procedures must be followed when submitting requests.

On agency letterhead answer the following questions in narrative form. Please address each question in a separate paragraph.

1. Administrative Data: Name, Address, Phone and FAX umbers of the requesting agency. Full name of the chief executive official of the requesting agency. Any additional points of contact.

2. The LESO must receive written assurance from the chief executive official of the requesting agency that he/she has:
 - a. Read and understands the terms and conditions applicable to weapon transfers as detailed in the memorandum of Agreement between the Defense Logistics Agency and the governor appointed State coordinator, (contact applicable State coordinator for copy of agreement):
 - b. That the agency has the abilities to maintain, operate, finance and properly store the requested weapons, (a description of agencies plan would best answer this requirement):
 - c. And that the chief executive official of the requesting agency is familiar with the Bureau of Alcohol, Tobacco and Firearms (BATF) regulations governing the registration of the requested weapons.

Weapon Request Procedures (continued)

3. The type and quantity of weapons being requested, its intended use, and the impact the resource will have on the requesting agency jurisdiction and on surrounding jurisdictions. NOTE - Restrict request types to; M-14 (7.62mm), .45 cal pistol, .38 cal revolver, 4" barrel, and Shotgun (12ga). Also, requests for a number of weapons in excess of the total number of full time sworn offices will not be honored.
4. The size of the requesting agencies jurisdiction by population and area.
5. The signature of the chief executive official of the requesting agency.

The letter must be forwarded to the State coordinator for state review. If approved at the state level the request will be forwarded to LESO for action. A request approved at the State level is no guarantee that the requesting agency will receive the weapons being requested. Agencies approved to receive weapons will be contacted by their State Coordinator. Questions regarding this application should be directed to your State Coordinator.